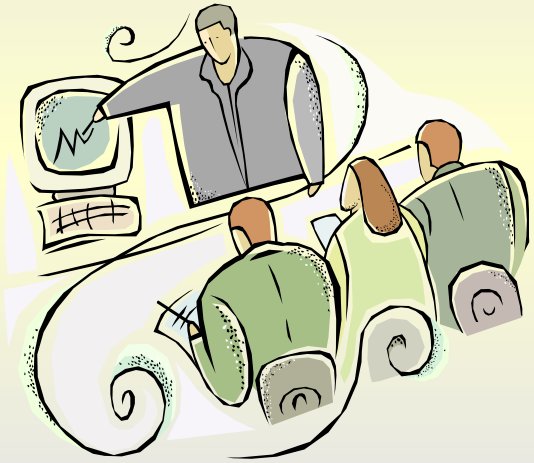
Electronic Document Access (EDA)

Contract Deficiency Reports

CDRs



"Fly-in" Action

(Continue to Page Down/Click on each page…)

Contract Deficiency Reporting

Contract Deficiency Reports (CDRs) are used to report and resolve identified contract deficiencies.

Contract deficiencies range from conflicting quality requirements to missing long lines of accounting.

Deficiency impacts…

Deficiencies may cause delays in production, shipment and delivery.

Deficiencies may also result in payment delays, erroneous payments and contract close-out problems.

Deficiency Report Format…

DD1716 and CDRs Format

DD1716s, CDRs and Auto-CDRs are all Contract Deficiency reporting mechanisms.

- DD1716 is a deficiency report in PDF form
- CDR and Auto-CDR are deficiency reports captured in data form

In general, data format offers…

- Annotation *(through entire CDR life cycle)*
- Improved assignment
- Enables tracking *(improved query and reporting)*
- Captures audit information

…Many other benefits

CDR Workflow Capability…

CDR Workflow Capability

- *Create, Approve, Assign, Reassign, Return, Accept, Resolve and Close* a CDR
- Query & View CDRs
- Track progress of a CDR
- Capture comments on a CDR
- E-mail notifications sent to interested parties *(Initiator, Reviewing Official, Assignee, & Back-ups)*
- Provide Back-up capability for CDR participants
- Reminders are sent after defined periods due to non–response
- Records audit/status information for entire process
- Driven by CDR Role
  - CDR role *may* be granted to government employees and support contractors with the Contract role
  - Vendors can not obtain CDR role

CDR Business Rules…

CDR Business Rules

- Authorized users may *Create, Approve, Assign, Reassign, Return, Accept, Resolve and Close* a CDR
  - Government users and Support Contractors must be granted the CDR roles
  - Vendors have no access to CDRs
- Deficiencies are selected from a defined list
  - Deficiency text may be added
- Independent relationship between CDR participants enforced *(Exception - Reviewing Official can also act as the Assignee)*
- All CDR participants must be EDA users *(Initiator, Reviewing Official, & Assignee)*
- CDRs require approval prior to assignment *(by Reviewing Official)*
- CDRs require assignment to either the ACO or PCO/Buyer as indicated on the contract
- Days aged begins after *approval* and s
- Contract document is not required to be posted in EDA

CDR Participants...

CDR Participants and Function

The CDR Workflow process requires actions by the following participants:

Initiator – The person who creates the CDR based on errors found within a contract. Typically this has been a DFAS contracting specialist, a DCMA quality assurance specialist or any financial personnel.

Auto-CDR Initiator – The EDA user responsible for administering all auto-CDRs generated by the auto-CDR system and EDA for a specific C/S/A. Typically this person is the Initiator, responsible for reassigning CDRs/auto-CDRs, closing CDRs/auto-CDRs, and creating manual CDRs. All CDR notifications normally routed to the initiator will go to this user.

Auto-CDR System – Interfacing system responsible for delivering the XML contract deficiency data used by EDA to generate Auto-CDRs for a specific C/S/A.

Note: Auto-CDR System User, auto-CDR Administrator, auto-CDR Initiator and auto-CDR Reviewing Official must all belong to the same specific C/S/A.

CDR Participants and Function – Con't

The CDR Workflow process requires actions by the following participants:

Reviewing Official – The person responsible for approving CDRs that are created for a particular C/S/A. The reviewing official is in charge of validating the accuracy of the CDR. Typically this is a supervisor to the initiator.

Auto-CDR Reviewing Official - The person responsible for validating and approving all the auto-CDRs generated by an auto-CDR system for a particular C/S/A.

Assignee – The person responsible for resolving the deficiencies within a CDR. Typically this is an Admin Contracting Officer (ACO) or Procurement Contracting Officer (PCO/Buyer) related to the contract based on the contract's Admin DoDAAC or Issue DoDAAC. The CDR POC of the CDR office (DoDAAC) may also be an assignee.

CDR Participants and Functions – Con't

The following participants monitor CDR activities and will intercede as necessary:

Primary CDR POC – The office's primary CDR POC as defined in the C/S/A within EDA. CDR POCs may be assigned CDRs to resolve or delegate within office.

Alternate CDR POC – The office's alternate CDR POC as defined in the C/S/A within EDA. CDR POCs may be assigned CDRs to resolve or delegate within office.

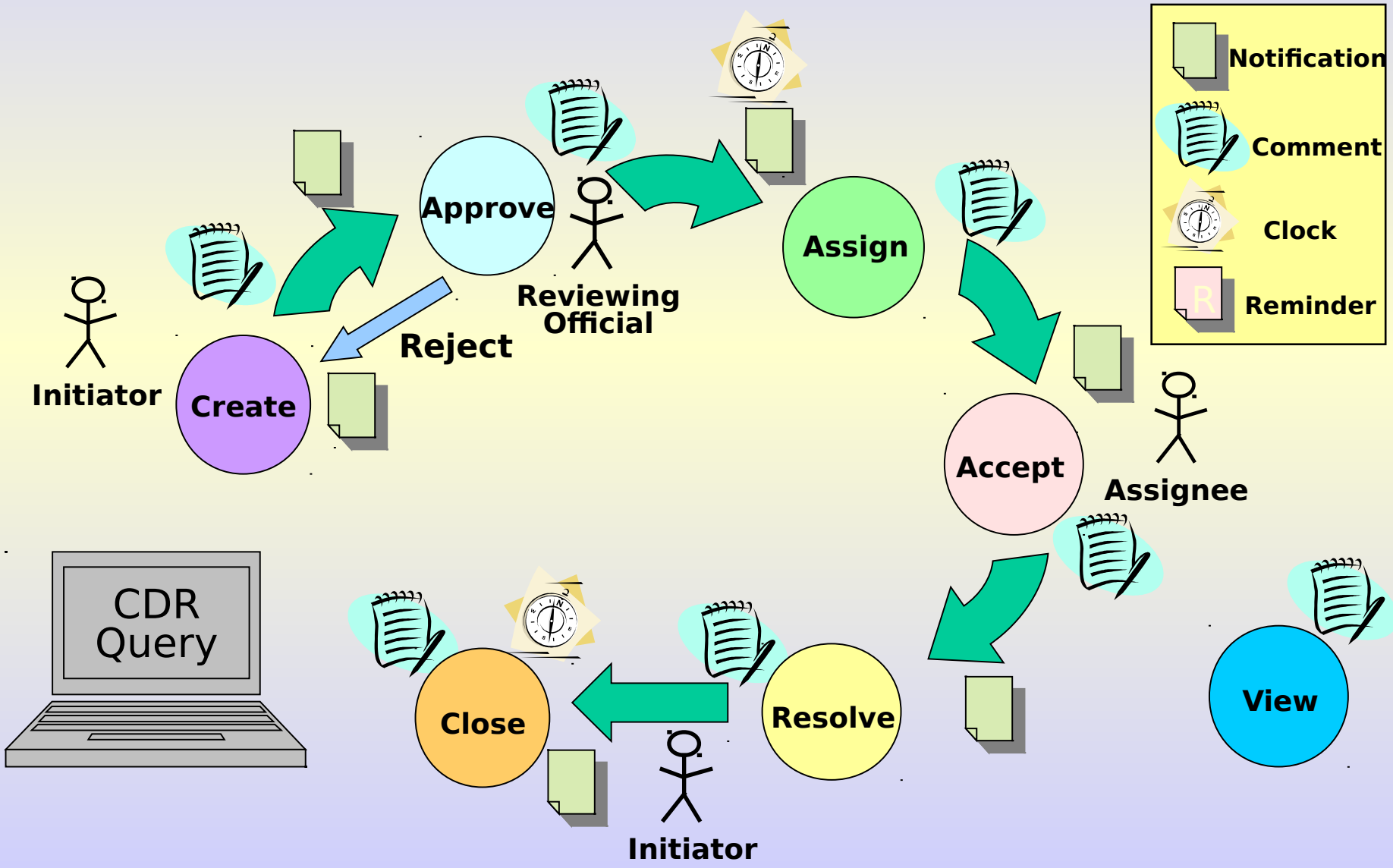
CDR POC (Mgmt Level) – CDR POC at the C/S/A Management Level. Typically this person acts as a backup to the CDR POC and receives notification of delinquent/escalated CDRs.

CDR Administrator – Government user responsible for setting up the CDR structure and maintaining it overtime. This person is typically the DFAS executive/or appointee to EDA.

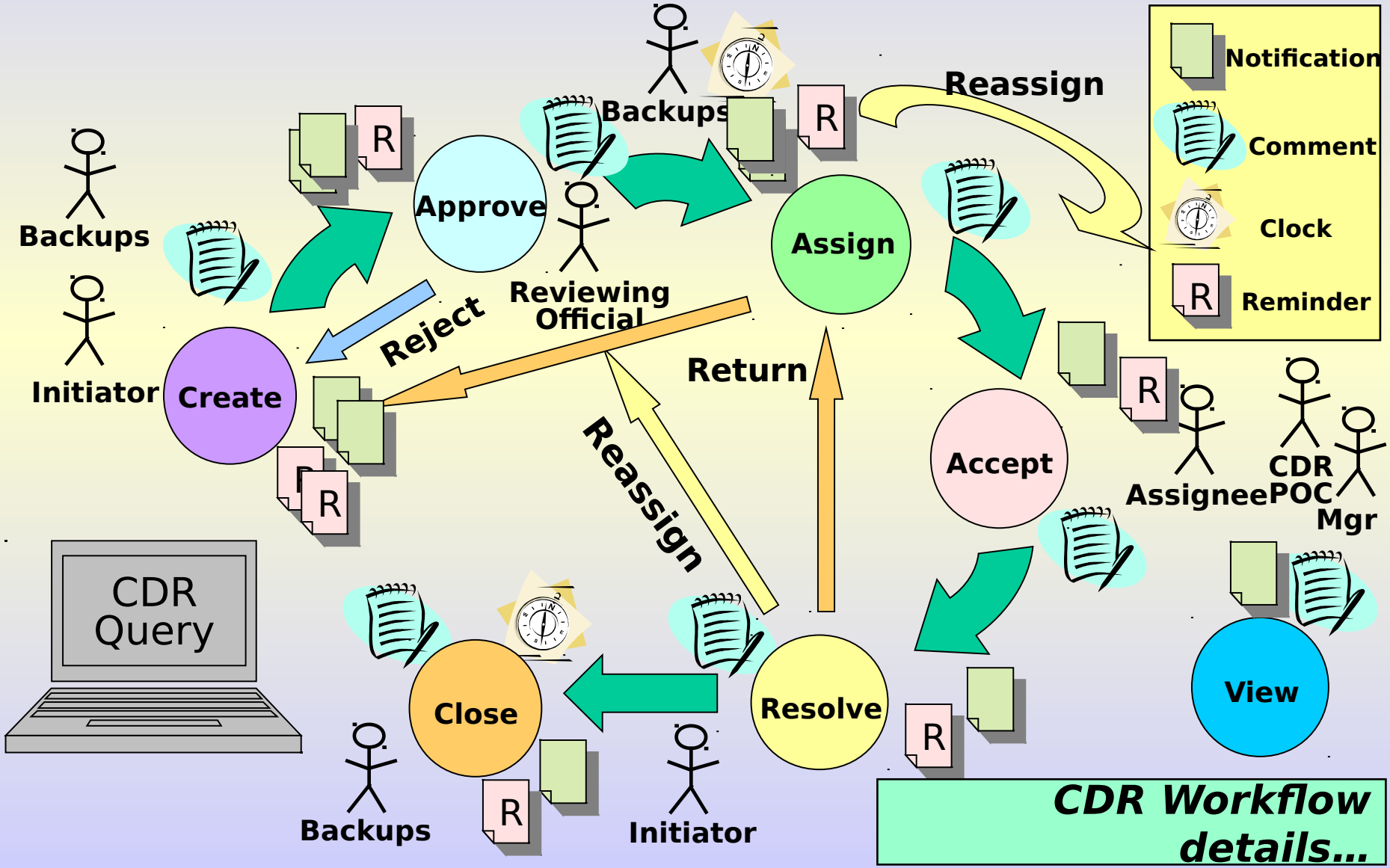
Auto-CDR Administrator - Government users who administers the auto-CDR environment for a specific C/S/A. This person is responsible for setting up the auto-CDR Initiator and auto-CDR Reviewing Official for a specific C/S/A and maintaining them over time. (*See EDA Users Guide for Auto-CDR C/S/A Setup instructions*)

In General, the CDR Flow…

CDR Workflow



CDR Workflow - continued



Contract Deficiency Rep

View

Department of Defense
Electronic Document Access
Next Generation

View Contract Deficiency Report

Jacque White (logout)
Today is Nov 20, 2008
EDA User's Guide

Document Selection > View CDR

Return to Query Results | View History

*Required Fields

Status: INITIATED | Days Aged: | **Status**
Initiation Date: 07-OCT-08 | Last Update: 07-OCT-08
Next Action By: ReviewOff Business Agency | Updated By: CFExecutive Busness Agency

*Contract No: CJF232323 | **Contract**
Delivery Order/TO:
ACO Mod: | PCO Mod:

*Issue DoDAAC: 000130 | **Assignee**
Issue Office: CF Business Agency>Command Office>Administrative | *PCO/Buyer Assigned*
*PCO/Buyer: CF PCO Administrative

*Admin DoDAAC:
Admin Office:
*ACO: *No ACO Listed*

*Pay DoDAAC: SP0400 | **Payment Office**

CAGE Code: | **Contractor**
D-U-N-S number:
No Contractor Listed

Control Number: G1671 | **Contract Deficiency**
Initiator: CFExecutive Busness Agency

*Reviewing Official: ReviewOff Business Agency

*Deficiencies:

Description
AAA3, IMPROPER CONTRACT ALTERATIONS AAA3, Contract has been altered using correction fluid or labels or it contains pen and ink changes. Changes to contractual documents must be made using modifications. Please issue a modification citing the correct administrative information and post it to EDA.

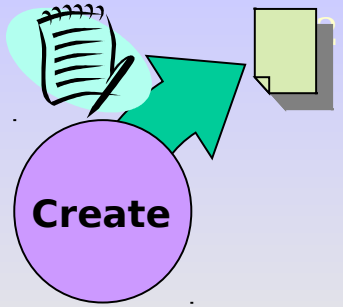
Return to Query Results | View History

If you need assistance with EDA, contact you
Please report any suspicious or anomalous

Sample CDR

Let's look at the CDR process…

Create Auto-CDR



Create

Auto-CDRs are created by EDA from XML data sent from an interfacing auto-CDR System. As contract deficiencies are discovered , auto-CDR request are sent to EDA for data validation and auto-CDR creation.

Note: Auto-CDR requests that fail validation will be recorded and returned to the auto-CDR system for correction by the system or the C/S/A designated auto-CDR administrator.

EDA Generates an **Auto-CDR:**

Routed to ***Auto-CDR Reviewing Official*** *for approval*

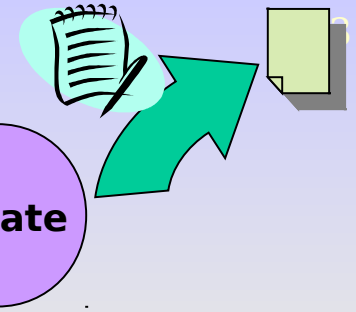
- Must have the Auto-CDR reviewing official role
- Must be in specific C/S/A office to approve

Approved Auto-CDR enters the CDR Workflow in the 'INITIATED' state. Begins CDR Workflow & Audit

Note: Auto-CDRs begin with 'A' and are viewable, queriable and processed like manual CDRs in the CDR Workflow.

Create Manual CDR…

Create Manual CDR



Create

Initiator creates a CDR

- Enters Deficiency information into EDA
  - EDA Pre-populates *(if applicable)*
- Selects & Finds ***Assignee***
  - Indicated on contract (ACO or PCO/Buyer)
  - Assignee must be an EDA user, have the PCO/Buyer, ACO or CDR role
- Selects ***Reviewing Official***
  - Must be in initiator's office to approve
  - Must have the CDR reviewing official role

Note: Contract document is not required to be posted in EDA in order to create a CDR.

Initiator options…

ADD

- EDA saves & submits CDR,
- Notifies Reviewing Official for approval,
- Begins CDR Workflow & Audit

CANCEL

- Nothing is kept, transaction is terminated

Options to Add a CDR…

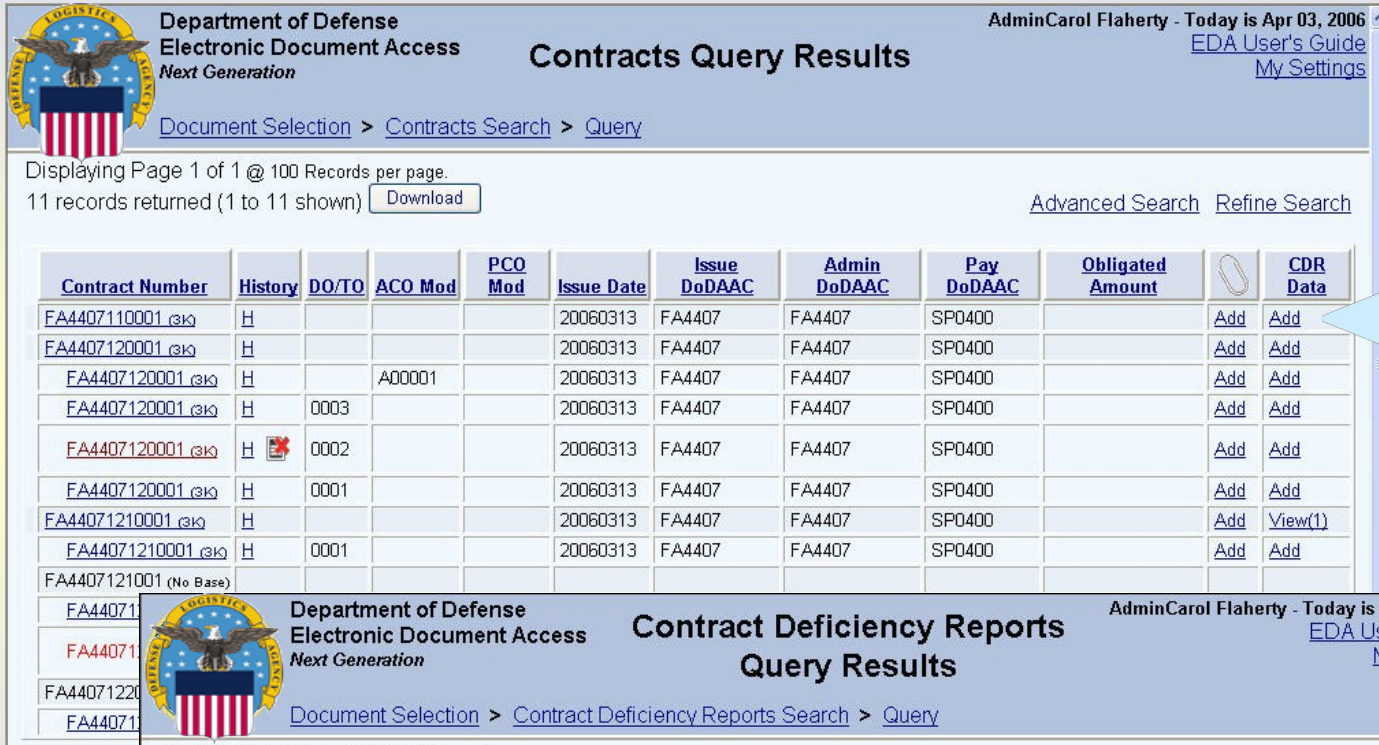
Document Selection

Sample Document Selection Screen

Create CDR…

Options to Create a CDR

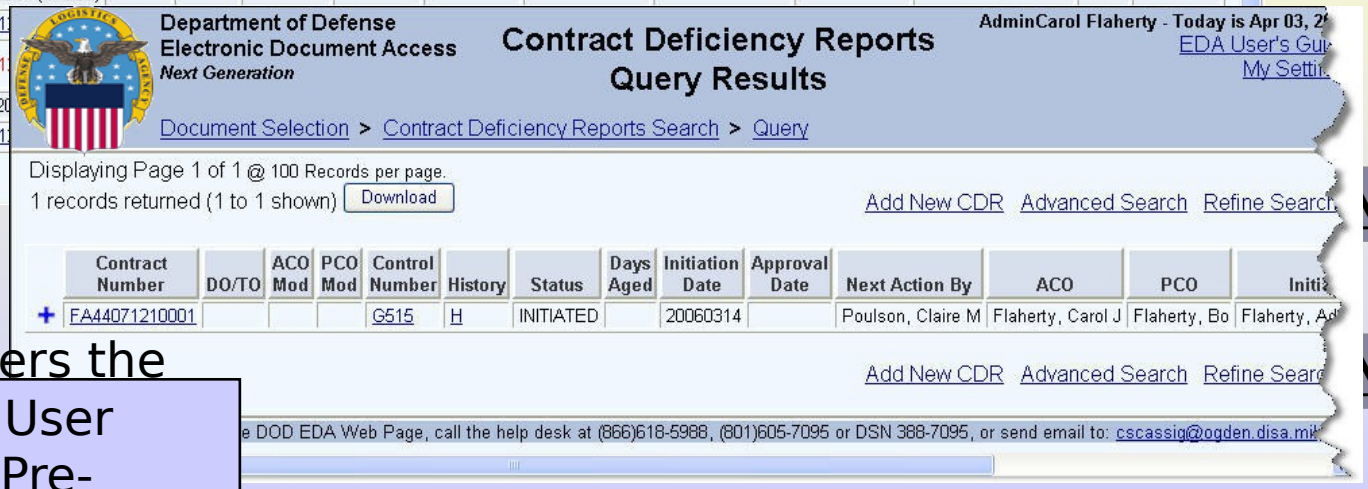
Create



A few options…
- Contract Query
- CDR Query

Click **“Add”** link

“Show” CDR Data column in “My Settings”



Click **“New CDR”** link

Click “+”

Offers the User Pre-population

Click **“New CDR”** link

Create CDR

Create

CDR Entry Form…

Select CDR Participants
ACO or PCO/Buyer and Reviewing Official

Add Deficiencies

Entry Fields
***Required**

If Pre-populate option selected, information will pre-fill on form *(not shown)*

CDR Screen Entry …

Department of Defense
Electronic Document Access
Next Generation

Create Contract Deficiency Report

Jacque White (logout)

Document Selection > Create CDR

Cancel | Add CDR...

*Required Fields

*Contract No:
Delivery Order/TO:
ACO Mod: PCO Mod:
Contract

*Issue DoDAAC: Assign to PCO/Buyer
Issue Office:
*PCO/Buyer: No PCO/Buyer Listed
Find PCO/Buyer | Clear PCO/Buyer
Assignee

dmin DoDAAC: Assign to ACO
Admin Office:
*ACO No ACO Listed Find in DCMA
Find ACO | Clear ACO

*Pay DoDAAC:
Payment Office

CAGE Code:
-U-N-S Number:
ompany Name:
Address 1:
Address 2:
City: State: Zip:
Contractor

Control Number: G1572
Initiator: Jacque White
Contract Defic

viewing Official: Armyprimary, Army

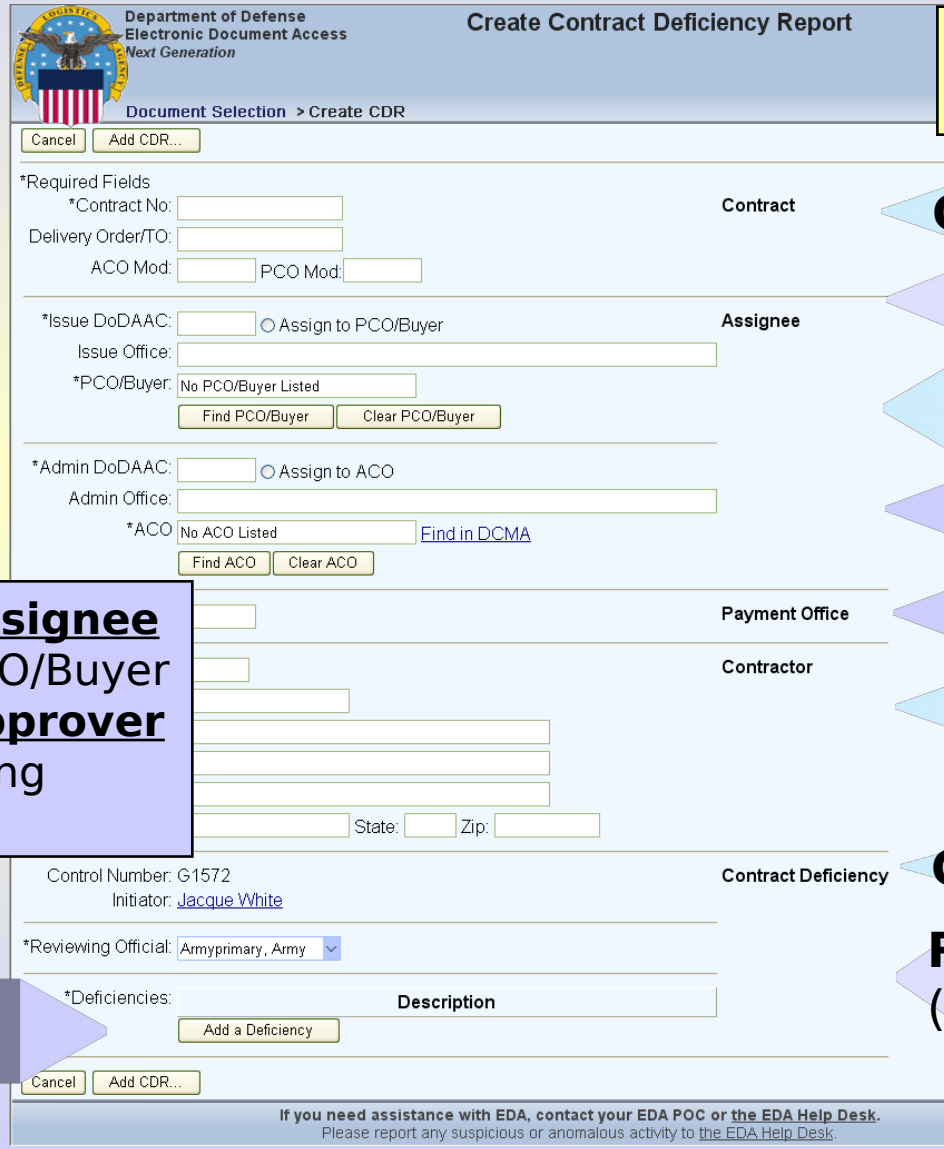
*Deficiencies: Description
Add a Deficiency

Cancel | Add CDR...

If you need assistance with EDA, contact your EDA POC or the EDA Help Desk.
Please report any suspicious or anomalous activity to the EDA Help Desk.

CDR Entry Areas

Create



CDR Entry Form…

Contract Identification

DoDAAC - Issue

Determine Assignment *(PCO/Buyer or ACO)*

DoDAAC - Admin

DoDAAC - Pay

Vendor Information

CDR Identifier & Initiator

Reviewing Official (must be in initiator's office)

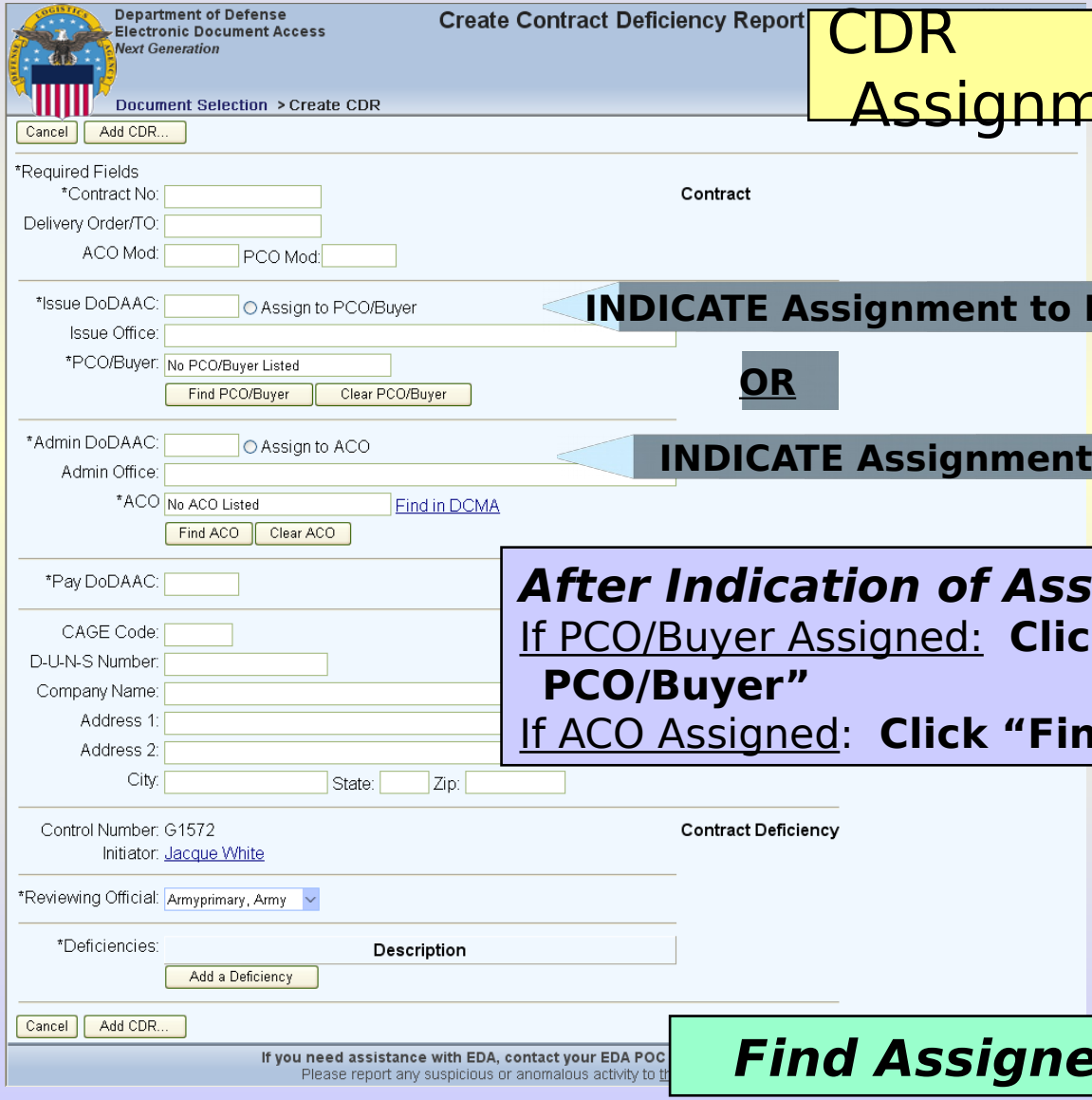
Select Assignee ACO or PCO/Buyer
Select Approver > Reviewing Official

Add Deficiencies

CDR Assignment …

CDR Assignment Selection

Create



CDR Assignment…

INDICATE Assignment to PCO/Buyer

OR

INDICATE Assignment to ACO

After Indication of Assignment

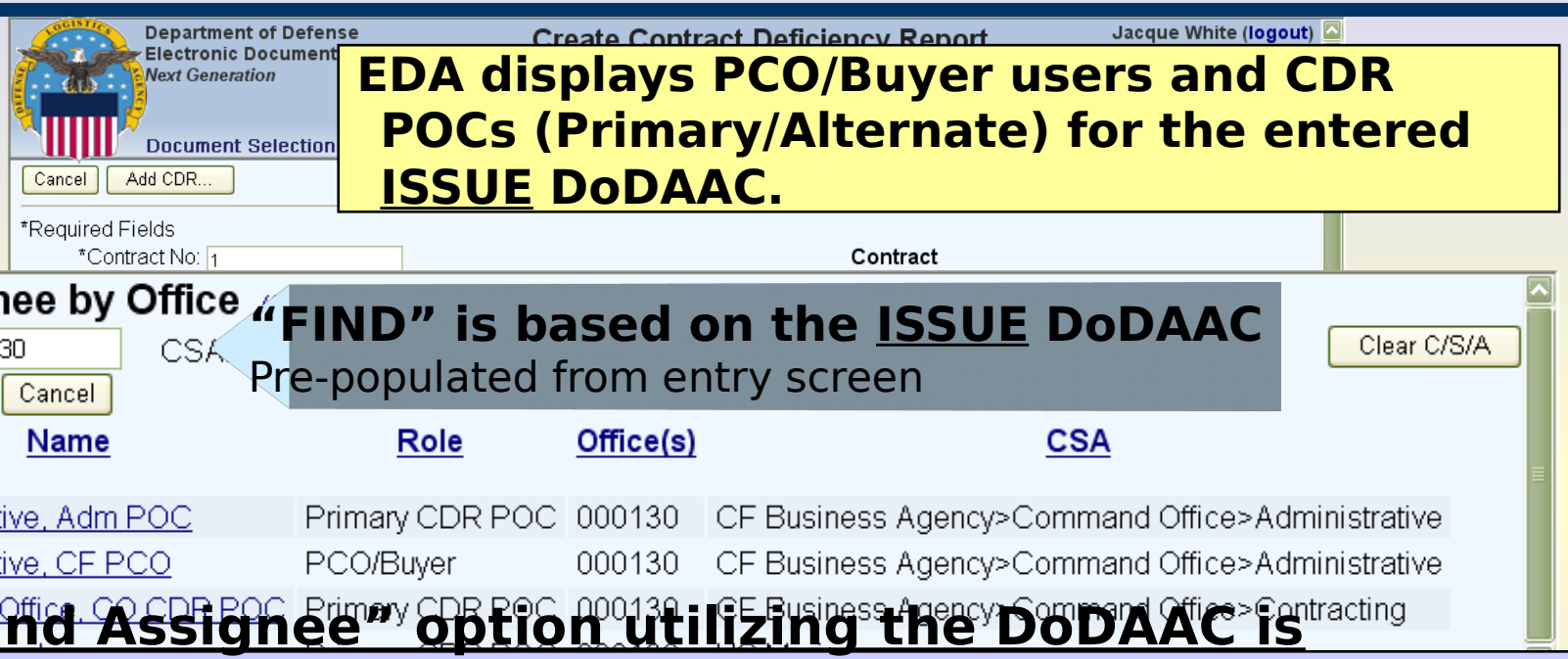
If PCO/Buyer Assigned: **Click "Find PCO/Buyer"**

If ACO Assigned: **Click "Find ACO"**

Find Assignee = PCO/Buyer.

Find a PCO/Buyer by DoDAAC/Office

Create



EDA displays PCO/Buyer users and CDR POCs (Primary/Alternate) for the entered ISSUE DoDAAC.

"FIND" is based on the ISSUE DoDAAC
Pre-populated from entry screen

This "Find Assignee" option utilizing the DoDAAC is Recommended

EDA references and displays assignee candidates for CDR assignment based on C/S/A DoDAAC offices/organizations as defined by the communities and user roles. Each C/S/A defines/establishes how best to assign within their organizations.

CDR Orgs are associated with DoDAACs and have a Primary and Alternate CDR POCs responsible to resolve CDRs. Users obtain ACO or PCO/Buyer roles from their EDA POCs

"Find Assignee" Options...

"Find Assignee" Options

Create

EDA offers **2** Additional options to **"Find Assignee"**
By **C/S/A** or
By **Name (Last, First)**

Find Assignee by Office is Recommended

List **Users**

Find Assignee by Office (Switch to Name Search...)

DoDAAC: 000130 CSA: Select C/S/A Clear C/S/A

List Users... Cancel

Name	Role	Office(s)	
Administrative, Adm POC	Primary CDR POC	000130	CF Busin
Administrative, CF PCO	PCO/Buyer	000130	CF Busi
Command Office, CO CDR POC	Primary CDR POC	000130	CF Business Agency>Command Office>Contracting
Flaherty, Carol			

Select C/S/A CDR orgs from list
C/S/A entry is not allowed

Close Window

Radio buttons disabled for non-CDR organizations.

C/S/A Name

- + American Forces Info Services (AFIS) (1)
- + Business Transformation Agency (BTA) (3)
- − CF Business Agency (2)
  - + Command Office (3)
  - + Command Office South (2)
- DARPA
- + DCAA (7)
- DCMA
- + DFAS (23)

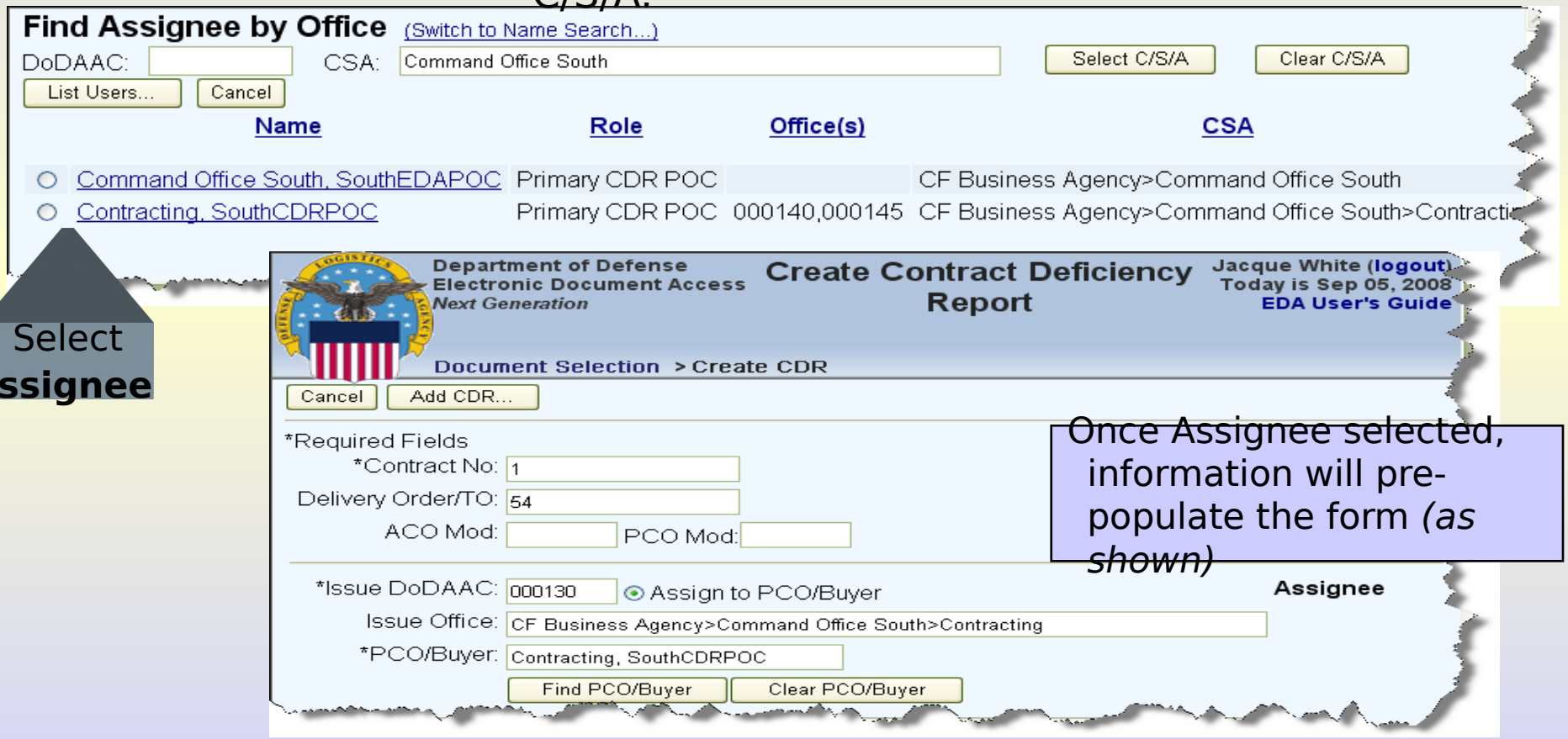
Select C/S/A

Find Assignee by C/S/A...

"Find Assignee" by C/S/A

Create

EDA displays Users with the proper role (PCO/Buyer or ACO) and CDR Orgs CDR POCs for the selected C/S/A.



Select **Assignee**

Once Assignee selected, information will pre-populate the form *(as shown)*

Find Assignee by Name…

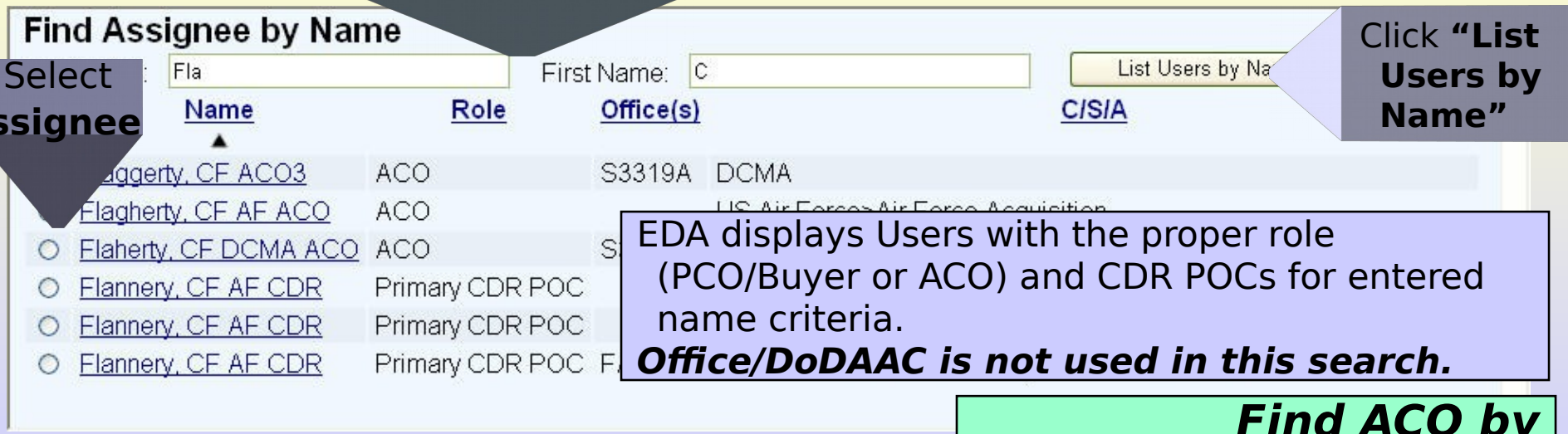
"Find Assignee" by Name

Create

Name search returns users with the ACO or PCO/Buyer role that matches the entered name criteria.

Click **"Switch to Name Search"**

Enter **Name** Criteria
LAST, FIRST
Full or Partial Entry



Select **Assignee**

Click **"List Users by Name"**

EDA displays Users with the proper role (PCO/Buyer or ACO) and CDR POCs for entered name criteria.

Office/DoDAAC is not used in this search.

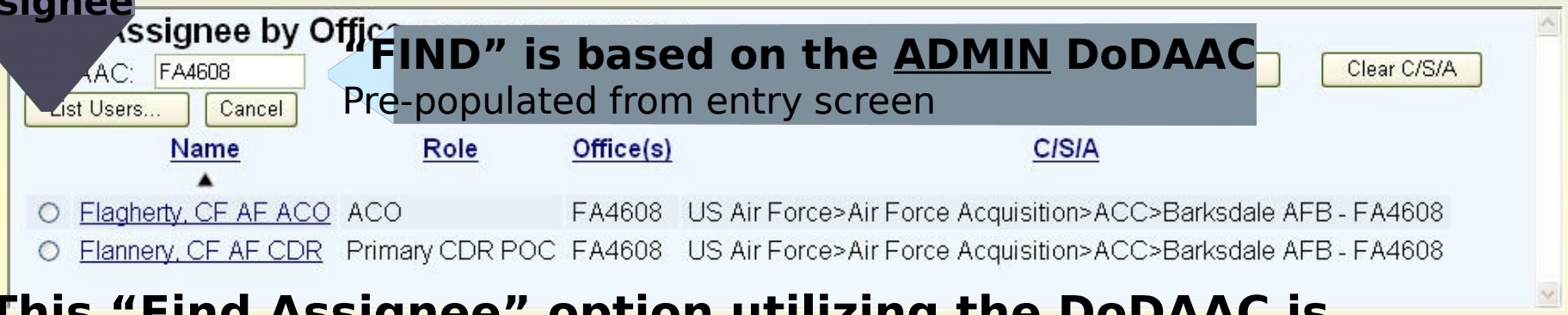
Find ACO by DoDAAC…

Find an ACO by DoDAAC/Office

Create

EDA displays ACO users and CDR POCs (Primary/Alternate) for the entered ADMIN DoDAAC.

Select **Assignee**



"FIND" is based on the ADMIN DoDAAC
Pre-populated from entry screen

This "Find Assignee" option utilizing the DoDAAC is Recommended

EDA references and displays assignee candidates for CDR assignment based on C/S/A DoDAAC offices/organizations as defined by the communities and user roles. Each C/S/A defines/establishes how best to assign within their organizations.

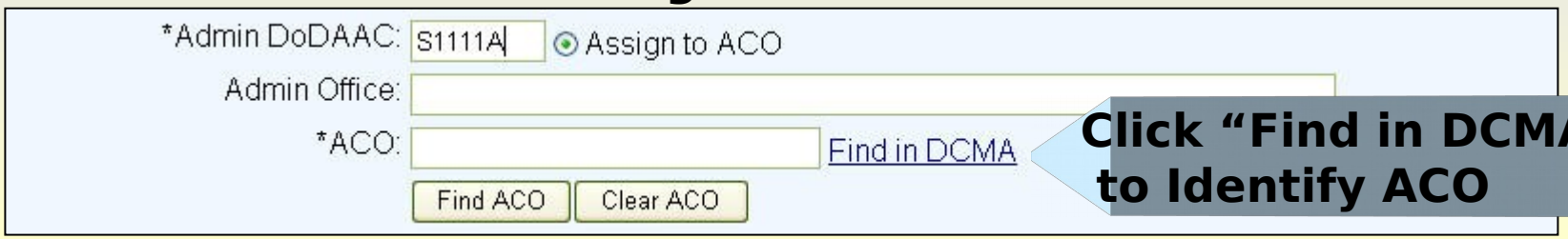
CDR Orgs are associated with DoDAACs and have a Primary and Alternate CDR POCs responsible to resolve CDRs. Users obtain ACO or PCO/Buyer roles from their EDA POC.

Find DCMA ACO…

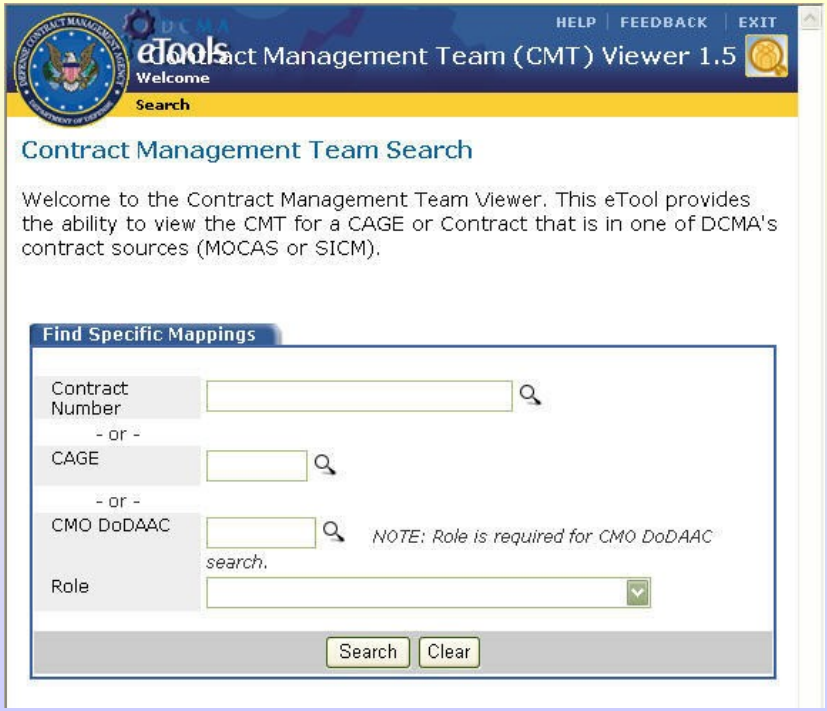
Find an ACO in DCMA

Create

DCMA offers a look-up tool for identification of the DCMA ACOs. Use DCMA's eTool – Contract Management Team (CMT) to identify the CURRENT ACO for CDR assignment



Click "Find in DCMA" to Identify ACO



Search by…

Contract Number
CAGE
DoDAAC
Or Role

Take Identified ACO Name & Search EDA by Name…

Find a DCMA ACO by DoDAAC/Office

Create

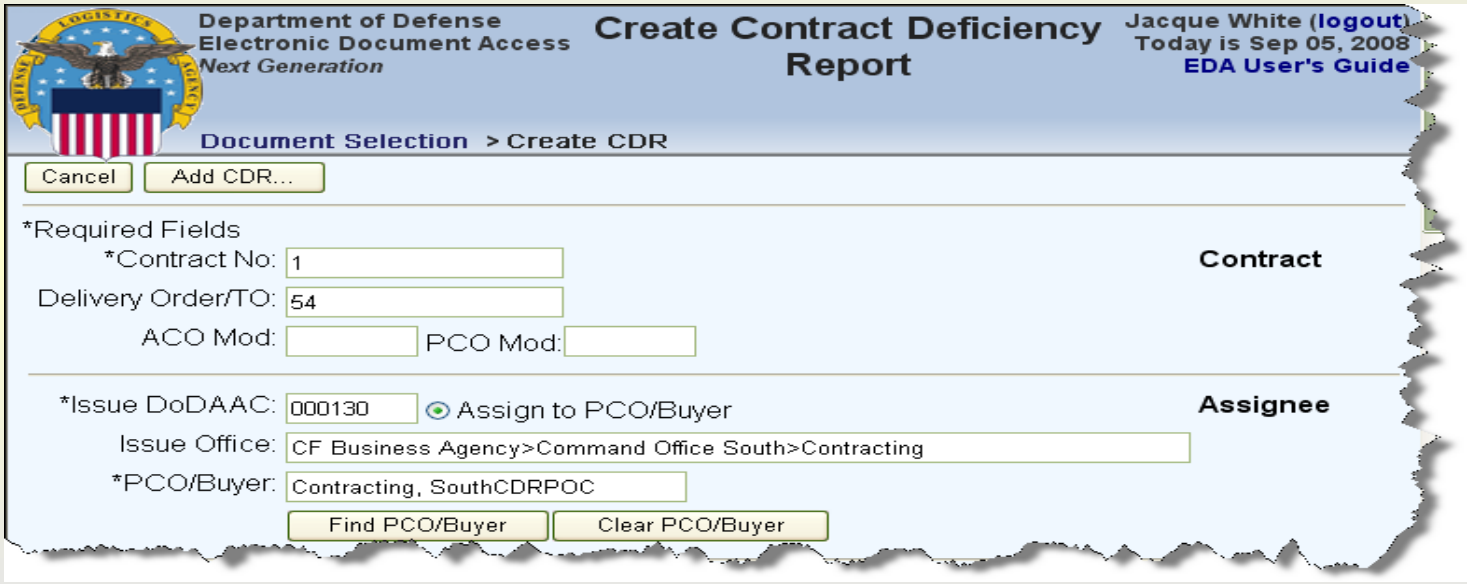
DCMA DoDAAC starts with 'S' and ends in 'A'
EDA recognizes a DCMA DoDAAC and offers a "Office" Search

Complete Assignment…

Assignment Complete

Create

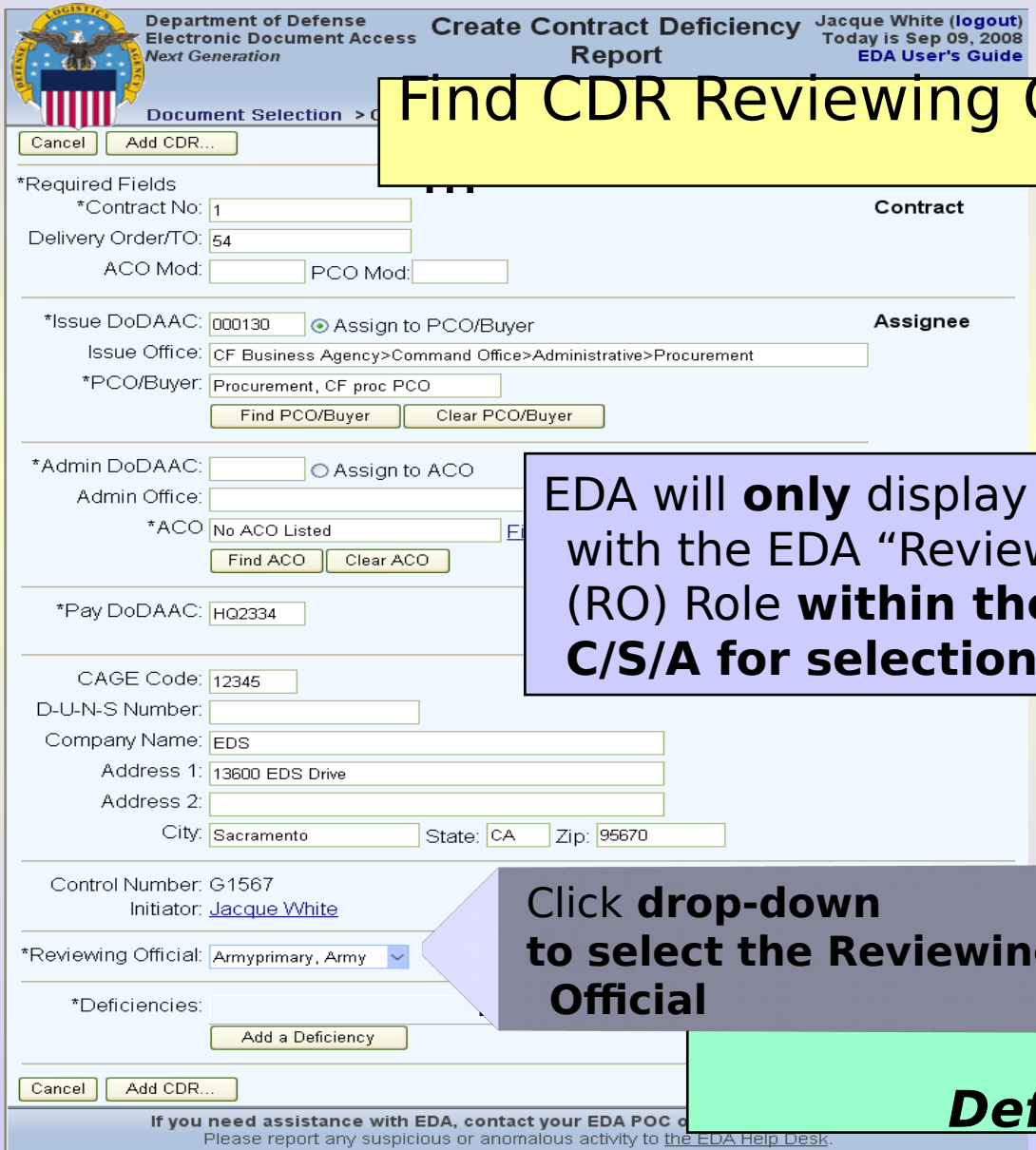
Once Assignee is selected from one of the “Find Assignee” options, the information is pre-populated on the CDR entry form to continue the entry process.



Select Reviewing Official…

Reviewing Official Selection

Create



Find CDR Reviewing Official

EDA will **only** display valid users with the EDA "Reviewing Official" (RO) Role **within the initiator's C/S/A for selection**

Click **drop-down to select the Reviewing Official**

Document Deficiencies…

Create CDR – Add Deficienc

Create

Contract Deficiencies…

Department of Defense
Electronic Document Access
Next Generation

Create Contract Deficiency Repo

Document Selection > Create CDR

Cancel | Add CDR...

*Required Fields

Contract

*Contract No: 1
Delivery Order/TO: 54
ACO Mod: PCO Mod:

Assignee

*Issue DoDAAC: 000130 Assign to PCO/Buyer
Issue Office: CF Business Agency>Command Office>Administrative>Procurement
*PCO/Buyer: CF proc PCO Procurement
Find PCO/Buyer | Clear PCO/Buyer

*Admin DoDAAC: Assign to ACO
Admin Office:
*ACO No ACO Listed Find in DCMA
Find ACO | Clear ACO

Payment Office

*Pay DoDAAC: HQ2334

Contractor

CAGE Code: 12345
D-U-N-S Number:
Company Name: EDS
Address 1: 13600 EDS Drive
Address 2:
City: Sacramento State: CA Zip: 95670

Contract Deficiency

Control Number: G1567
Initiator: Jacque White

*Reviewing Official: Armyprimary, Army

*Deficiencies:

Description
☐ AAA2, MISSING PAGES
AAA2: Missing pages. Page(s) (), of subject contract/modification is/are missing. Please forward copies. — 902 characters left
☐ B10G, TOTAL OBLIGATED AMOUNT AND EXCEEDS TOTAL CONTRACT VALUE
B10G: …price of (), and a total amount of (). The quantity times the unit price equals (). Request a modification to correct the imbalance between the total contract amount and total line item amount. Please post corrective mod to EDA. — 703 characters left

Add a Deficiency | Delete Selected Deficiencies

Cancel | Add CDR...

If you need assistance with EDA, contact your EDA POC or the EDA Help Desk.
Please report any suspicious or anomalous activity to the EDA Help Desk

Click **Add a Deficiency**

Add Deficiencies…

Partial List of Deficiencies

Create

Department of Defense
Electronic Document Access
Next Generation

Add a Deficiency

Deficiency Selection…

Select deficiencies and impact codes to add to the

Back | Add Selected Deficiencies

Click **Add Selected Deficiencies**

- ☐ OTHER
- ☐ $$$$$$, INVOICE(S) IN HOUSE EXPEDITE - REQUIRED TO AVOID POTENTIAL INTEREST PAYMENT

  $$$$$$, Our records indicate an invoice has been received against this contract. Payment cannot be made until the issue cited in this CDR is corrected.
- ☐ AAA, CONTRACT & SUPPORTING DOCUMENTS ARE LATE

  AAA1, Cannot input modification without a hard copy of the contract. Modification dated (), has been received in our office. However, due to non-receipt of the hard copy of the contract the modification rejects as unmatched. Request that the hard copy of the contract be forwarded with a copy of this CDR to DFAS-CO-().
- ☐ AAA, CONTRACT & SUPPORTING DOCUMENTS ARE LATE

  AAA2, Missing pages. Page(s) (), of subject contract/modification is/are missing. Please forward copies with a copy of this CDR to DFAS-CO-().
- ☐ AAA, CONTRACT & SUPPORTING DOCUMENTS ARE LATE

  AAA3, Contract has been altered using correction fluid or labels. Changes to contractual documents must be made using modifications. Please issue a modification citing the correct administrative information and send it, along with a copy of this CDR, to DFAS-CO-().
- ☐ AAA, CONTRACT & SUPPORTING DOCUMENTS ARE LATE

  AAA4, Document has pen and ink change. Changes to contractual documents must be made using modifications. Please issue a correcting modification and send it along with a copy of this CDR, to DFAS-CO-().
- ☐ AAA, CONTRACT & SUPPORTING DOCUMENTS ARE LATE

  AAA5, Request for a copy of the above cited Basic Ordering Agreement with Solicitation to be forwarded to this activity. We have received order(s) before receiving the basic contract. Send response along with a copy of this CDR to DFAS-CO-() or FAX to: ().
- ☐ AAA, CONTRACT & SUPPORTING DOCUMENTS ARE LATE

  AAA6, Modification () dated () references mods(s) (). However, our records indicate that we have not yet received these mods. Request copy of the missing mod(s) be forwarded to this office. Send response along with a copy of this CDR to DFAS-CO-() or FAX to: ().
- ☐ B10A, LONG LINE OF ACCOUNTING INVALID

  B10A1, Page #() cites an invalid long line of accounting. Please forward correcting Modification to DFAS-CO-(). Attn: ().
- ☐ B10B, LONG LINE OF ACCOUNTING MISSING

Select ALL Deficiencies that Apply

Click **boxes**

Customize Selected Deficiencies…

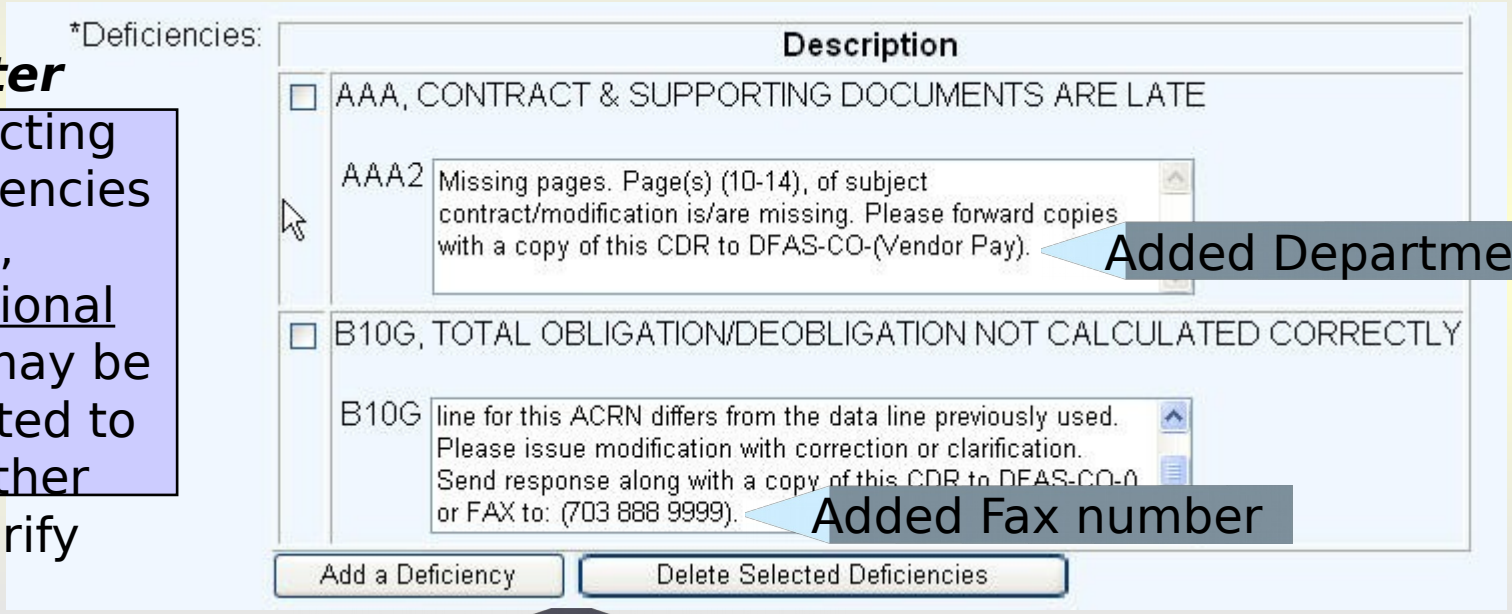
Deficiency Customization

Create

Selected Deficiency Customization…

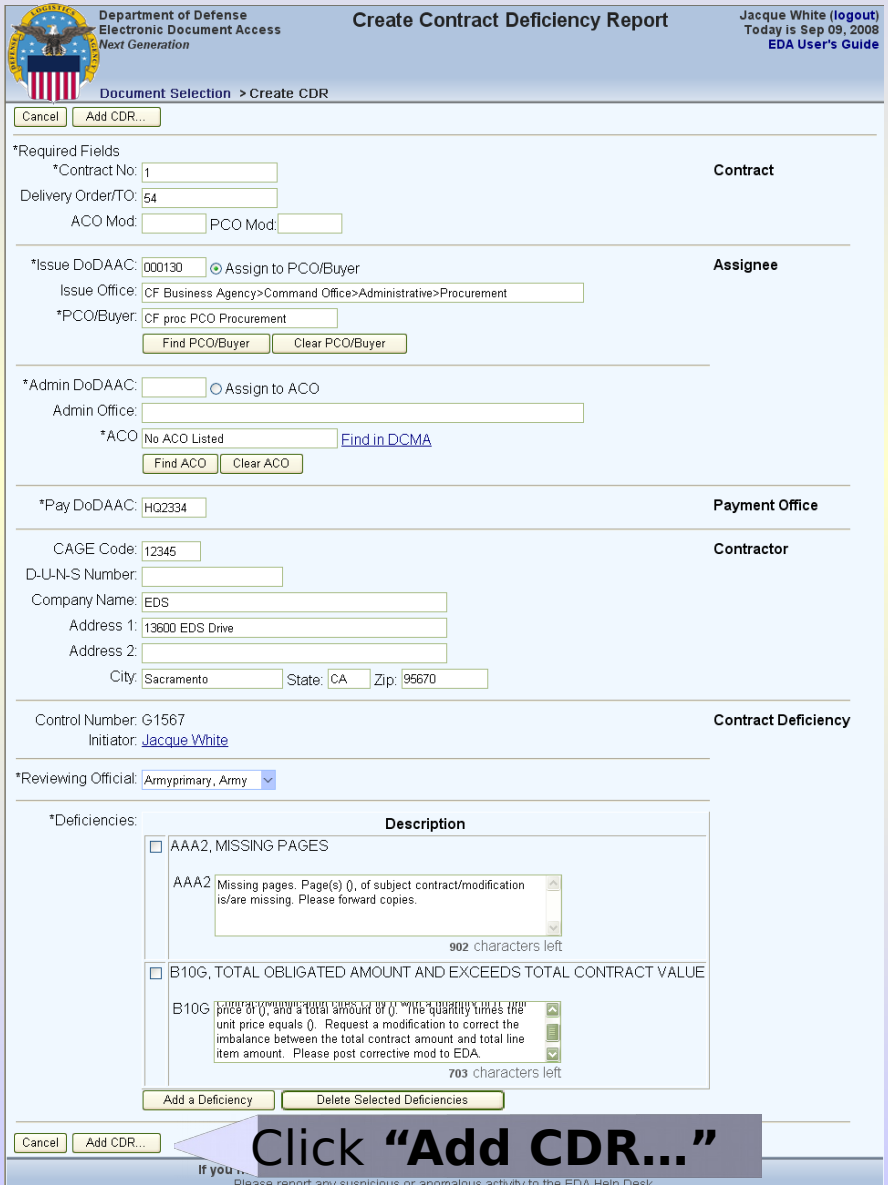
After

Selecting Deficiencies , Additional text may be inserted to further clarify



Create CDR - continued

Create



Completed Form…

Notification is sent to Reviewing Official

Approval Notification…

Click **“Add CDR…”**

Approval Notification

Approve

SUBJECT: New CDR Control #G409:FA44070001

…sent to the Reviewing Official

This message was system generated. Please DO NOT REPLY to this email.

AF Base RO Base2,

Contract Deficiency Report #G409:FA44070001 is awaiting your approval before it can be assigned for resolution. You may view and take action on this CDR within EDA by clicking one of the links below:

Username/Password access: https://ushrsebs004.vahrn.us.eds.com:643/pls/user/cdr.display?pControl=G409
Certificate/CAC access: http://ushrsebs002.vahrn.us.eds.com:1443/pls/cert/cdr.display?pControl=G409

Once in EDA you may:
* Approve the CDR for resolution processing
* Return the CDR to the initiator.

Next Actions - Approve or Return

Direct links to CDR

You have been tasked with this CDR because you were listed as the official authorized to review CDRs created by DFAS User Clerk.

For ASSISTANCE regarding this CDR, please contact DFAS User Clerk, the initiator of the CDR at mailto:carol.flaherty@eds.com.

Identifies INITIATOR & email address

Please refer to the EDA User's Guide for guidance on the CDR process.
https://ushrsebs004.vahrn.us.eds.com:643/users_guide/documents/cdr/cdr001_Index.htm

EDA User Guide CDR Process

For all other inquiries, please contact the EDA Help Desk at: 1-866-618-5988, 801-605-7[illegible] or DSN: 388-[illegible], or by e-mail at cscassig@csd.disa.mil (Subject: EDA Assistance).

EDA Help Desk Contact information

Approval Reminder…

Approval Reminder

R Approve

From: CDR Administrator
Sent: Fri 8/21/2008 12:44 PM
To: *<Reviewing Official>*
CC: *<Initiator>*
Subject: Reminder **<*x*>** - New CDR Control # 65672: GS1518
Importance: High

…sent to the Reviewing Official

Increments Count

Approval Reminders: Every '3' Days

This message was system generated. Please DO NOT REPLY to this emai

<Reviewing Official >,
This is a reminder that Contract Deficiency Report #G1518:1 has been awaiting approval for **<y>** days. If you do not take action on this CDR within **<y>** days (by 08/24/2008) as described below, then another reminder will be sent. You may view hin EDA by clicking one of the links below:

Indicates elapsed duration

Username/Password access: https://ushrsebs004.disa.usgs.eds.com:643/pls/user/cdr.display?pControl=G1518 Certificate/CAC access: https://ushrsebs004.disa.usgs.eds.com/pls/cert/cdr.display?pControl=G1518

Once in EDA you may:
* Approve the CDR for resolution processing o
* Return the CDR to the initiator.

Next Actions - Approve or Return

If you have trouble approving or rejecting this CDR then you may contact another reviewing official within your organization to process this CDR. Contact your EDA POC for assistance in locating another reviewing official. For ASSISTANCE regarding this CDR, please contact Bandit Warner, the initiator of the CDR at mailto:jpbterps@comcast.net

Please refer to the EDA User's Guide for guidance on the CDR process.
https://ushrsebs004.disa.usgs.eds.com:643/users_guide/documents/cdr/cdr001_Index.html
For all other inquiries, please contact the EDA Help Desk at: 1-866-618-5988, 801-605-7095 or DSN: 388-7095, or by e-mail at disa.ogden.esd.mbx.cscassig@mail.mil (Subject: EDA Assistance).

View CDR

View

Department of Defense
Electronic Document Access
Next Generation

View Contract Deficiency Report

Jacque White (logout)
Today is Nov 20, 2008
EDA User's Guide

Document Selection > View CDR

Return to Query Results | Vi

*Required Fields

Status: INITIATED	Days Aged:	**Status**
Initiation Date: 07-OCT-08	Last Update: 07-OCT-08	
Next Action By: ReviewOff Business Agency	Updated By: CFExecutive Busness Agency	
*Contract No: CJF232323		**Contract**
Delivery Order/TO:		
ACO Mod:	PCO Mod:	
*Issue DoDAAC: 000130		**Assignee**
Issue Office: CF Business Agency>Command Office>Administrative		*PCO/Buyer Assigne*
*PCO/Buyer: CF PCO Administrative		
*Admin DoDAAC:		
Admin Office:		
*ACO: *No ACO Listed*		
*Pay DoDAAC: SP0400		**Payment Office**
CAGE Code:		**Contractor**
D-U-N-S number:		
No Contractor Listed		
Control Number: G1671		**Contract Deficiency**
Initiator: CFExecutive Busness Agency		

*Reviewing Official: ReviewOff Business Agency

*Deficiencies:

Description
AAA3, IMPROPER CONTRACT ALTERATIONS AAA3, Contract has been altered using correction fluid or labels or it contains pen and ink changes. Changes to contractual documents must be made using modifications. Please issue a modification citing the correct administrative information and post it to EDA.

Return to Query Results | View Histo

If you need assistance with EDA, contact your EDA POC or the EDA Help Desk.
Please report any suspicious or anomalous activity to the EDA Help Desk.

Click **"Add Comment..."**
or
"View History"

Adding comments is restricted to the CDR Participants/Backups

No Modifications may occur on the CDR

Links to view participant contact information

Department of Defense
Electronic Document Access
Next Generation

View Account

POCBOreo Flaherty - Today is Jan 04, 2006
EDA User's Guide

Document Selection > Account Admin > View Account

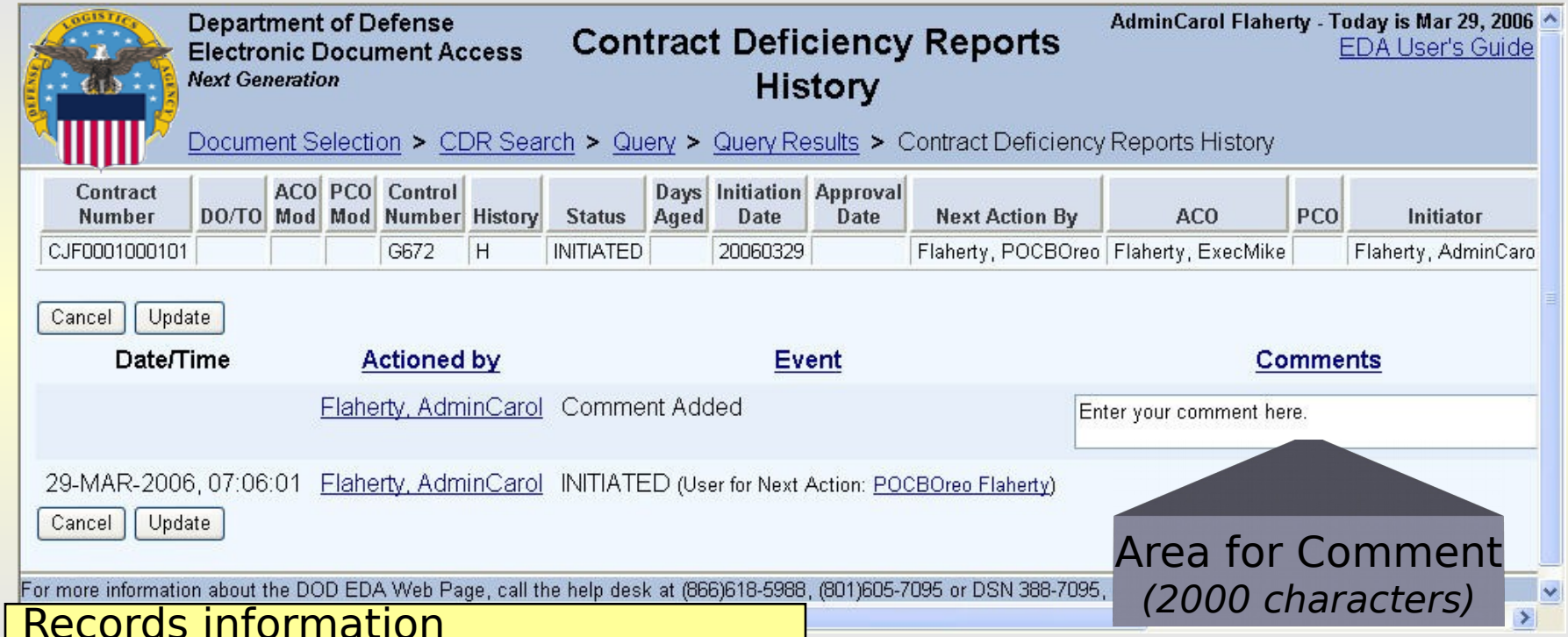
Refresh | Back

Name POCBOreo Flaherty	**Identity**
Type Government Employee	
Telephone 999 999 9999 Ext.	**Contact**
Intl Telephone	
DSN	
E-mail carol.flaherty@eds.com	
C/S/A U.S. Air Force	**Organization**
EDA POC assigned to the following C/S/A's U.S. Air Force\Acquisition(Primary) U.S. Air Force\Finance\ACC(Primary)	

For more information about the DOD EDA Web Page, call the help desk at (866)618-5988, (801)605-7095 or DSN 388-7095, or send email to: cscassig@ogden.disa.mil

Add a Comment

View



Records information

Date/Time – *Current Date/Time*

Actioned by – *Person adding comment*

Event - *Comment Added*

Comments – *Entered text*

Comment Notification…

Notification on Comment

View

…sent on DELIBERATE comment to ALL interested participants

SUBJECT: Comment added to CDR Control #G409:FA44070001

This message was system generated. Please DO NOT REPLY to this email.

DFAS User Clerk, AF Base RO Base2, Base User Base 1:

The following comment was added on 11/13/2006 to Contract
Base 1:

Comment...This can be a bit confusing....all these various users...LOL

You may view the history of this CDR within EDA by clicking the View History button on the View Contract Deficiency Report screen using one of the links below:

Username/Password access: https://ushrsebs004.vahrn.us.eds.com:643/pls/user/cdr.display?pControl=G409
Certificate/CAC access: http://ushrsebs002.vahrn.us.eds.com:1443/pls/cert/cdr.display?pControl=G409

For ASSISTANCE regarding this CDR, please contact DFAS User Clerk, the initiator of the CDR at mailto:carol.flaherty@eds.com.

Please refer to the EDA User's Guide for guidance on the CDR process.
https://ushrsebs004.vahrn.us.eds.com:643/users_guide/documents/cdr/cdr001_Index.htm

For all other inquiries, please contact the EDA Help Desk at: 1-866-618-5988, 801-605-
or by e-mail at cscassig@csd.disa.mil (Subject: EDA Assistance).

All Interested Participants
(Initiator, Reviewing Official, & Assignee)

Comment

Identifies INITIATOR & email address

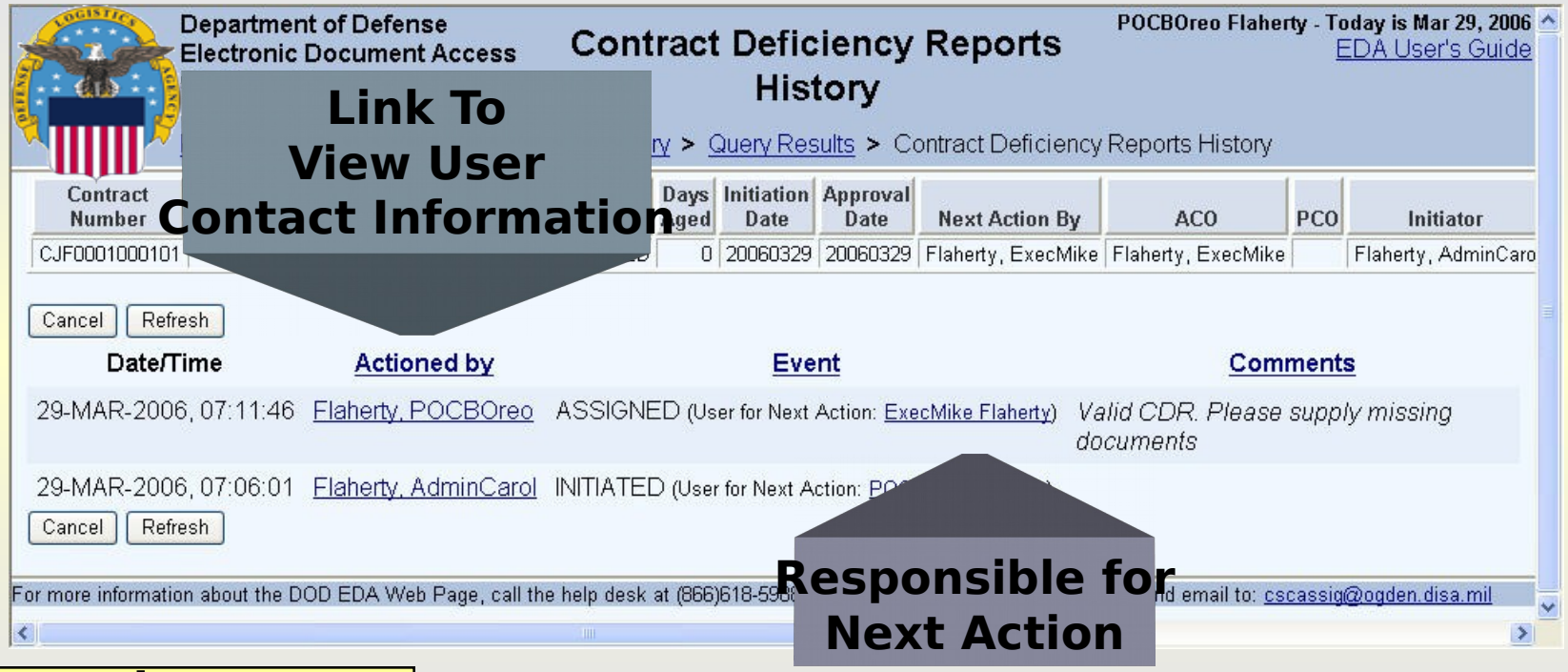
EDA User Guide
CDR Process

EDA Help Desk
Contact information

View History…

View History

View



Link To View User Contact Information

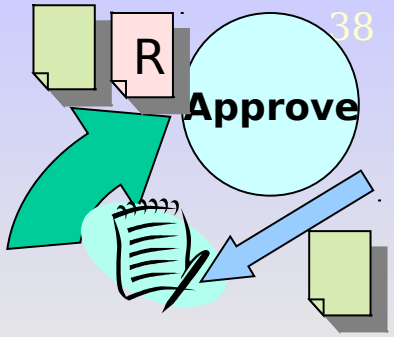
Responsible for Next Action

Captured information:
Date/Time
Actioned by
Event
Comments

EDA updates the CDR, captures Comments, and continues Workflow/Audit

Approve CDR…

Approve CDR



Approve

Reviewing Official

- receives notification for next action.
- reviews CDR for validity

If invalid/incorrect

REJECT

- EDA notifies ***Initiator***

If valid/correct

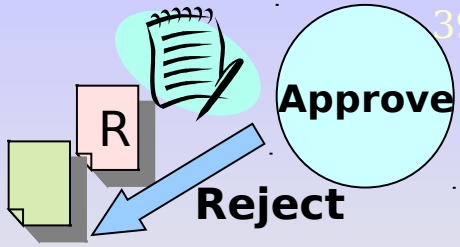
APPROVE

- EDA notifies ***Assignee***
- Starts clock for Days Aged

EDA:
Updates CDR
Captures Comments
Continues Workflow/Audit
Reminds Reviewing Official and Backups (as necessary)

REJECT the CDR...

Reject CDR



Reject

Reviewing Official reviews CDR and if invalid/incorrect, Rejects it to return it to the ***Initiator***.

EDA Notifies ***Initiator*** of rejection

Initiator can…
- ***REASSIGN***
- ***CLOSE***

EDA:
Updates CDR
Captures Comments
Continues Workflow/Audit
Reminds Initiator and Backups (as necessary)

Initiator may reassign or start-over with Contract Deficiency entry process and approval if changes are required.

Reject Notification

Reject

Subject: Rejected CDR Control #G409:FA44070001

This message was system generated. Please DO NOT REPLY to this email.

…sent to the Initiator

DFAS User Clerk,

Contract Deficiency Report #G409:FA44070001 is awaiting your review before it can be assigned for resolution. This CDR has been returned to you by DFAS Ro Reviewer. You may view and take action on this CDR within EDA by clicking one of the links below:

Username/Password access: https://ushrsebs004.vahrn.us.eds.com:643/pls/user/cdr.display?pControl=G409
Certificate/CAC access: http://ushrsebs002.vahrn.us.eds.com:1443/pls/cert/cdr.display?pControl=

Once in EDA you may:
* Resubmit the CDR for approval or
* Close the CDR if it was created in error.

Next Actions - Reassign or Close

Direct links to CDR

Please refer to the EDA User's Guide for guidance on the CDR process.
https://ushrsebs004.vahrn.us.eds.com:643/users_guide/documents/cdr/cdr001_Index.html

EDA User Guide CDR Process

For all other inquiries, please contact the EDA Help Desk at: 1-866-618-5988, 801-605-7
388-7095, or by e-mail at cscassig@csd.disa.mil (Subject: EDA Assistance).

EDA Help Desk Contact information

Rejection Reminder…

Reject Reminder

R Reject

From: CDR Administrator
Sent: *<Date email sent>*
To: *<Initiator>*
CC: *<Reviewing Official>*
Subject: Reminder ***<x>*** - Returned CDR Control #: G1523:1
Importance: High

…sent to the Initiator

Increments Count

Reject Reminders: Every '3' Days

This message was system generated. Please DO NOT REPLY to this email

<Initiator >,

This is a reminder that Contract Deficiency Report #G1523:1 has been awaiting review for **<3>** days. This CDR has been returned to you by Dude A Big Dog. A comment explaining the reason for the return is at… …e action on this CDR within EDA by clicking one of the links below:

Indicates elapsed duration

Username/Password access: https://ushrsebs004.disa.usgs.eds.com:643/pls/user/cdr.display?pControl=G1523

Certificate/CAC access: https://ushrsebs004.disa.usgs.eds.com:443/pls/cert/cdr.display?pC…1523

Direct links to CDR

Once in EDA you may:
* Reassign the CDR and resubmit it for app…
* Close the CDR if it was created in error.

Next Actions - Reassign or Close

Please refer to the EDA User's Guide for guidance on the CDR process.
https://ushrsebs004.disa.usgs.eds.com:643/users_guide/documents/cdr/cdr001_Index.html

For all other inquiries, please contact the EDA Help Desk at: 1-866-618-5988, 801-605-7095 or DSN: 388-7095, or by e-mail at disa.ogden.esd.mbx.cscassig@mail.mil (Su…

Let's APPROVE the CDR…

Approve CDR

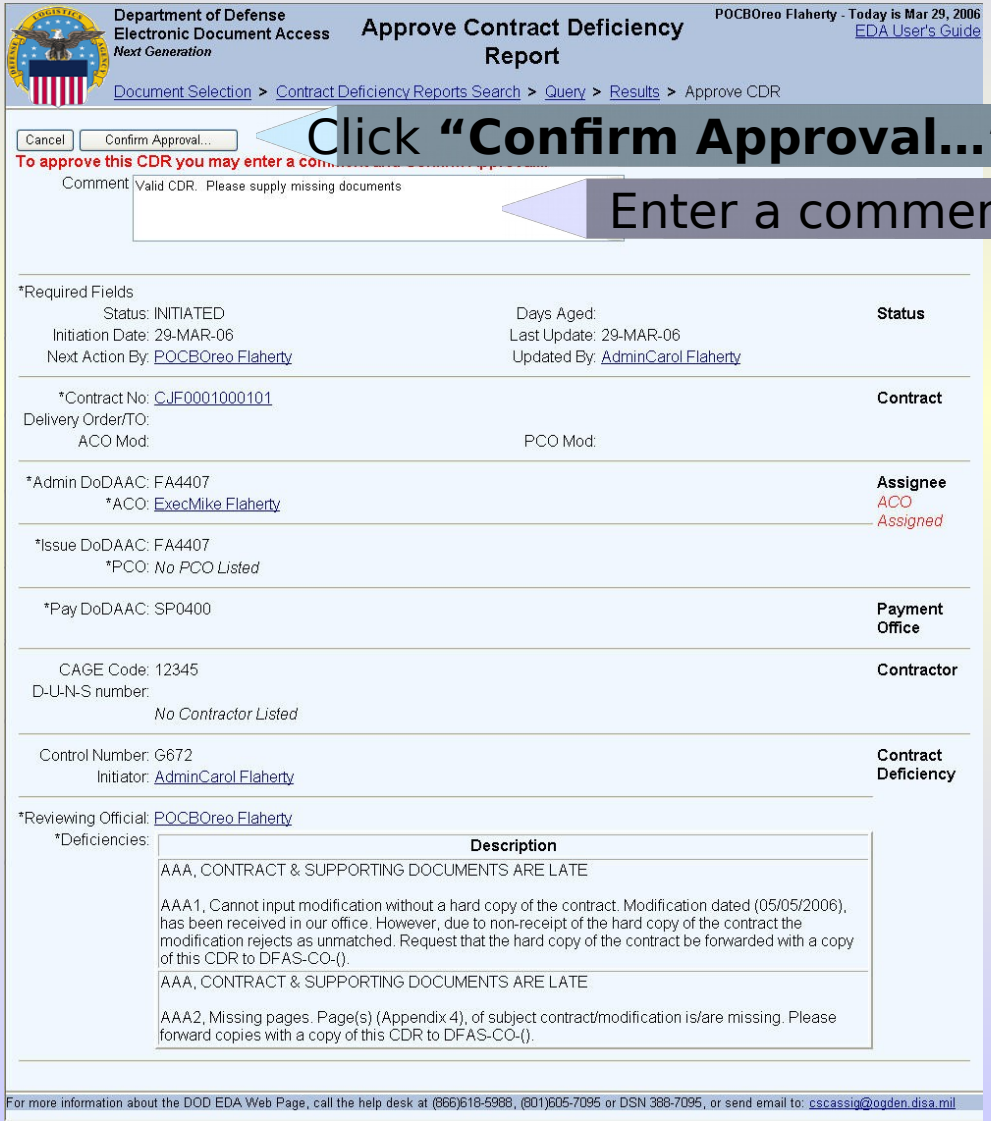
Approve

Reviewing Official May…
- *Approve* *or*
- *Reject*

No Modifications may occur on the CDR.

Approving CDR

Approve



Upon approval by the Reviewing Official, the CDR is sent to the Assignee.

In this example, the CDR is sent/routed to the ACO Identified.

Assignment Notification…

Assignment Notification

Assign

Assigned CDR Control #G1523:1

...sent to the Assignee

This message was system generated. Please DO NOT REPLY to this email
<Assignee >,

Contract Deficiency Report #G1523:1 has been assigned to you for resolu ays in paying contractor invoices, it is imperative that you take action on this CDR w 4/2008) as described below.
You may view and take action on this CDR within EDA by clicking one of the links be

Direct links to CDR

Username/Password access :https://ushrsebs004.disa.usgs.eds.com:643/pls/user/cdr.display?pControl=G1523
Certificate/CAC access: https://ushrsebs004.disa.usgs.eds.com:443/pls/cert/cdr.display?pControl=G1523

Next Actions - Accept, Reassign, Return or Resolve

Once in EDA you may:
* accept the CDR to indicate you are working to resolve it
* reassign it to the appropriate ACO or PCO/Buyer, or CDR POC
* return it to the initiator indicating it was assigned to the wrong person
* or resolve the CDR.

For ASSISTANCE regarding this CDR, please contact Bandit Warner, the initiator of the CDR at mailto:jpbterps@comcast.net.

Identifies INITIATOR & email address

Please refer to the EDA User's Guide for guidance on the CDR process.
https://ushrsebs004.disa.usgs.eds.com:643/users_guide/documents/cdr/cdr001_h

EDA User Guide CDR Process

For all other inquiries, please contact the EDA Help Desk at: 1-866-618-5988, 801-605-7095 or DSN: 388-7095, or by e-mail at disa.ogden.esd.mbx.cscassig@mail.mil (Subject: EDA Assistance).

If ASSIGNED to PCO/ Buyer, ACO is cc'd.

Assignment Reminder…

First Assignment Reminder

R Assign

…sent to the Assignee

From: CDR Administrator
Sent: Fri 11/10/2008 12:44 PM
To: *<Assignee>*
Cc: *<CDR POC>, <Alt CDR POC>, <Initiator>*
Subject: Reminder **1** - Assigned CDR
Importance: High

Increments Count

Cc's CDR POCs
Based on C/S/A structure

<Assignee>,

This is a reminder that Contract Deficiency Report #G1519:1 has been assigned to you for resolution and has been waiting for action by you for 3 days. If you do not take action on this CDR within 7 days, then the next notification will escalate to your manager. You may view and take action on this CDR by using one of the links below:

Indicates date of escalation

Username/Password access: https://ushrsebs004.disa.usgs.eds.com:643/pls/user/cdr.displ
Certificate/CAC access: https://ushrsebs004.disa.usgs.eds.com:443/pls/cert/cdr.display?pControl=G1519

Direct links to CDR

Once in EDA you may:
* accept the CDR to indicate you are working to resolve it
* reassign it to the appropriate ACO, PCO/Buyer, or CDR POC
* return it to the initiator indicating it was assigned to the wrong person
* or resolve the CDR.

Next Actions -
Accept, Reassign,
Return or Resolve

For ASSISTANCE regarding this CDR, please contact Bandit Warner, the initiator of the CDR at mailto:jpbterps@comcast.net.

Identifies INITIATOR
& e-mail address

Please refer to the EDA User's Guide for guidance on the CDR process.
https://ushrsebs004.disa.usgs.eds.com:643/users_guide/documents/cdr/cdr001_Ini

EDA User Guide
CDR Process

For all other inquiries, please contact the EDA Help Desk at: 1-866-618-5988, 801-605-7095 or DSN: 388-7095, or by e-mail at ig@mail.mil (Subject: EDA As

First Assignment Reminder:
'3' Days

Subsequent Assignment Reminder…

Subsequent Reminder

R

Assign

Reminder <x> Assigned CDR Control #G1519:1

…sent to the Assignee

cc's CDR POCs & Mgmt Lvl CDR POCs based on C/S/A structure

From: CDR Administrator
Sent: Fri 10/15/2008 12:44 PM
To: *<Assignee>*
Cc: *<CDR POC>*, <Alt CDR POC> <Mgmt Lvl CDR POC> *<Initiator>*
Subject: Reminder ***<2>*** 19:1
Importance: High

Increments Count

Indicates date of escalation

Indicates elapsed duration

This message was system generated. P s email.

<Assignee>,

This is a reminder that Contract Deficiency Report 19:1 has been assigned to you for resolution and has been waiting for action by you for 10 days If you do not take action on this CDR within 7 days (by 08/28/2008) as described below, then another reminder will be sent. You may view and take action on this CDR within EDA by clicking one of the links below:

Username/Password access: https://ushrsebs004.disa.usgs.eds.com:643/pls/user/cdr.display?pControl
Certificate/CAC access: https://ushrsebs004.disa.usgs.eds.com:443/pls/cert/cdr.display?pControl=G1519

Direct Links to CDR

Once in EDA you may:
* accept the CDR to indicate you are working to resolve it
* reassign it to the appropriate ACO, PCO/Buyer, or CDR POC
* return it to the initiator indicating it was assigned to the wrong
* or resolve the CDR.

Next Actions - Accept, Reassign, Return or Resolve

For ASSISTANCE regarding this CDR, please contact Bandit Warner, the initiator of the CDR at mailto:jpb

Identifies INITIATOR & e-mail address

Please refer to the EDA User's Guide for guidance on the CDR process.
https://ushrsebs004.disa.usgs.eds.com:643/users_guide/documents/cdr/cd

EDA User Guide CDR Process

For all other inquiries, please contact the EDA Help Desk at: 1-866-618-5988, 801-605-7095 or DSN: 388-7095, or by e-mail at disa.ogden.esd.mbx.cscassig@mail.mil (Subject: EDA Assistance).

Quick look at History…

Subsequent Assignment Reminder: Every '7' Days

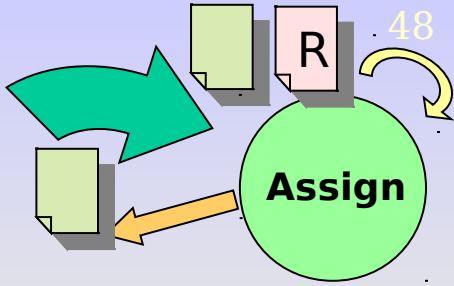
History of CDR

View

Captured information:
Date/Time
Actioned by
Event
Comments

Next Action… Assignee's

Assign CDR



Assign

Assignee options…

ACCEPT

- Own/fix/work deficiency
- Usually involves activities outside the application
- ***Initiator*** is sent notification of Acceptance

REASSIGN

- To individual inside or outside of domain

RETURN

- To initiator

RESOLVE *(Resolve with Comment)*

- **Move completed CDR to RESOLVE**

EDA:

Updates CDR

Continues Workflow/Audit

Captures Comments

Reminds Assignee and Backups (as necessary)

The Options…

Assignee Options

Assign

Department of Defense Electronic Document Access *Next Generation*

View Contract Deficiency Report

Base User Base 1 (not!) - Today is Nov 14, 2006
EDA User's Guide

Document Selection > Contract Deficiency Reports Search > Query > Query Results > View CDR

Return to Query Results | Return... | Reassign... | Accept... | Resolve... | Add Comment... | View History

*Required Fields

Status: ASSIGNED — Days Aged: 0 — **Status**
Approval Date: 14-NOV-06 — Last Update: 14-NOV-06
Next Action By: Base User Base 1 — Updated By: DFAS Ro Reviewer

*Contract No: FA44007000333 — **Contract**
Delivery Order/TO:
ACO Mod: — PCO Mod:

*Admin DoDAAC: — **Assignee**
*ACO: *No ACO Listed* — *PCO Assigned*

*Issue DoDAAC: FA4407
*PCO: Base User Base 1

*Pay DoDAAC: SP0400 — **Payment Office**

CAGE Code: — **Contractor**
D-U-N-S number:
No Contractor Listed

Control Number: G417 — **Contract Deficiency**
Initiator: DFAS User Clerk

*Reviewing Official: DFAS Ro Reviewer
*Deficiencies:

Description
AAA, CONTRACT & SUPPORTING DOCUMENTS ARE LATE AAA2, Missing pages. Page(s) (), of subject contract/modification is/are missing. Please forward copies with a copy of this CDR to DFAS-CO-().
AAA, CONTRACT & SUPPORTING DOCUMENTS ARE LATE AAA4, Document has pen and ink change. Changes to contractual documents must be made using modifications. Please issue a correcting modification and send it along with a copy of this CDR, to DFAS-CO-().

Return to Query Results | Return... | Reassign... | Accept... | Resolve... | Add Comment... | View History

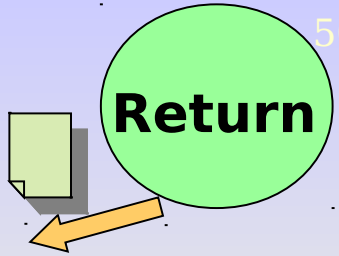
If you need assistance with EDA, contact your EDA POC or the EDA Help Desk.

An ***Assignee*** may…
- *Accept* *or*
- *Reassign* *or*
- *Return* *or*
- *Resolve (resolve with comment)*

No Modifications may occur on the CDR.

Let's look at each option…
RETURN Option

Return CDR



Department of Defense
Electronic Document Access
Next Generation

View Contract Deficiency Report

Base User Base 1 (not!) - Today is Nov 14, 2006
EDA User's Guide

Document Selection > Contract Deficiency Reports Search > Query > Query Results > View CDR

Return to Query Results | Return... | Re...

Click **"Return..."**

RETURN...
Returns CDR to ***INITIATOR*** for "Next Action"

*Required Fields
Status: ASSIGNED — Days Aged: 0
Approval Date: 14-NOV-06 — Last Update: 14-NOV-06
Next Action By: Base User Base 1 — Updated By: DFAS Ro Reviewer

*Contract No: FA44007000333
Delivery Order/TO:
ACO Mod: — PCO Mod:

*Admin DoDAAC:
*ACO: *No ACO Listed*
Assignee
PCO Assigned

*Issue DoDAAC: FA4407
*PCO: Base User Base 1

*Pay DoDAAC: SP0400

CAGE Code:
D-U-N-S number:
No Contractor Listed

Cancel | Confirm Return...

Click **"Confirm Return..."**

To return this CDR to the initiator please enter a comment and Confirm Return...

*Comment

Enter a comment

Control Number: G417
Initiator: DFAS User Clerk
Contract Deficiency

*Reviewing Official: DFAS Ro Reviewer
*Deficiencies:

Description
AAA, CONTRACT & SUPPORTING DOCUMENTS ARE LATE AAA2, Missing pages. Page(s) (), of subject contract/modification is/are missing. Please forward copies with a copy of this CDR to DFAS-CO-().
AAA, CONTRACT & SUPPORTING DOCUMENTS ARE LATE AAA4, Document has pen and ink change. Changes to contractual documents must be made using modifications. Please issue a correcting modification and send it along with a copy of this CDR, to DFAS-CO-().

Return to Query Results | Return... | Reassign... | Accept... | Resolve... | Add Comment... | View History

If you need assistance with EDA, contact your EDA POC or the EDA Help Desk.

Return Notification...

Return Notification

Return

...sent to the Initiator

Return CDR Control #G1523:1

From: CDR Administrator
Sent: Fri 11/5/2008 12:44 PM
To: *<Initiator>*
Cc: *<Assignee> <CDR POC> <Alt CDR POC>*
Subject: Returned CDR # G1523:1

<Initiator>,

This message was system generated. Please DO NOT REPLY to this email.

Bandit Warner,

Contract Deficiency Report #G1523:1 is awaiting your review before it can be assigned for resolution. This CDR has been returned to you by D Identifies who returned g the reason for the return is attached to the CDR You may view and take action on this CDR within EDA by clicking one of the links below:

Username/Password access: https://ushrsebs004.disa.usgs.eds.com:643/pls/user/cdr.display?pControl=G1523
Certificate/CAC access: https://ushrsebs004.disa.usg display?p

Next Actions
Reassign or
Close

Direct links to CDR
Requiring Action

Once in EDA you may:
* Reassign the CDR and resubmit it for approval
* Close the CDR if it was created in error.

Please refer to the EDA User's Guide for guidance on the CDR process.
https://ushrsebs004.disa.usgs.eds.com:643/users_guide/documents/cdr/cdr001_Index.html

User Guide Link

For all other inquiries, please contact the EDA Help Desk at: 1-866-618-598
7095, or by e-mail at disa.ogden.esd.mbx.cscassig@mail.mil (Subject: EDA

Return Reminder...

Return Reminder

Return

R

…sent to the Initiator

~~Reminder <x> Return CDR Control #G1523:~~

From: CDR Administrator
Sent: Fri 10/5/2008 12:44 PM
To: *<Initiator>*
Cc: *<Reviewing Official> <Assignee> <CDR POC> <Alt CDR POC>*
Subject: Reminder ***<x>*** Returned CDR # 65672: GS07F0341M
Importance: High

cc's CDR POCs & Mgt Lvl CDR POCs

Increments Count

<Initiator>,

This message was system generated. Please DO NOT REPLY to this email.

Bandit Warner,

This is a reminder that Contract Deficiency Report #G1523:1 has been awaiting review for 3 days. This CDR has been returned to you by Dude A Big Dog. A comment explaining the reason for the return is attached to the CDR. You may view and take action on this CDR within EDA by clicking one of the links below:

Username/Password access: https://ushrsebs004.disa.usgs.eds.com:643/pls/user/cdr.display?pControl=G1523
Certificate/CAC access: https://ushrsebs004.disa.usgs.eds.com:443/pls/cert/cdr.display?pC

Direct Links to CDR

Once in EDA you may:
* Reassign the CDR and resubmit it for approv
* Close the CDR if it was created in error.

Next Actions Reassign, Close

Please refer to the EDA User's Guide for guidance on the CDR process.
https://ushrsebs004.disa.usgs.eds.com:643/users_guide/documents/cdr/cdr001_Index.html

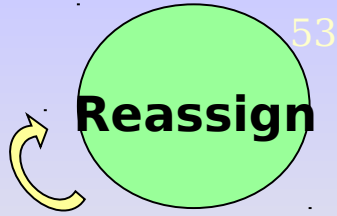
EDA User Guide CDR Process

For all othe e EDA Help Desk at: 1-866
7095, or b bx.cscassig@mail.mil (Subj

Return Reminder: Every '3' Days

Let's REASSIGN the CDR…

Reassign CDR



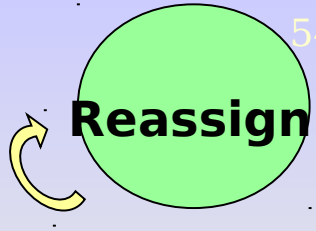
REASSIGN…

Reassign CDR to another ***ASSIGNEE*** who will be responsible for resolving the stated deficiency.

Days aged clock continues

New Assignment…

Reassign CDR



CDR Reassignment…

Department of Defense
Electronic Document Access
Next Generation

Reassign Contract Deficiency

Document Selection > Reassign CDR

Cancel | Confirm Reassignment...

Click **"Confirm Reassignment…"**

To reassign this CDR please enter a comment, select

*Comment

Enter a comment

1000 characters left

*Required Fields

Status: ASSIGNED
Approval Date: 25-SEP-08
Next Action By: CF AF PCO Flair

Days Aged: 0
Last Update: 25-SEP-08
Updated By: CF RO Flaerty

Status

*Contract No: CF12345
Delivery Order/TO:
ACO Mod:

PCO Mod:

Contract

You may select a new PCO/Buyer and/or select the PCO/Buyer for CDR assignment.

*Issue DoDAAC: FA4608 ◉ Assign to PCO/Buyer

Assign to PCO/Buyer

Issue Office: US Air Force>Air Force Acquisition>ACC>Barksdale AFB - FA4608

*PCO/Buyer: CF AF PCO Flair

Find PCO/Buyer | Clear PCO/B

OR

Clear & Find PCO/Buyer

Assignee

You may select a new ACO and/or select the ACO for CDR assignment.

*Admin DoDAAC: ○ Assign to ACO

Assign to ACO

Admin Office:

*ACO: Find in DCMA

Find ACO | Clear ACO

Clear & Find ACO

*Pay DoDAAC: SP0400

CAGE Code:

Contractor

Find New ***ASSIGNEE***

Refer to previous slides for Finding Assignees

Days aged clock continues

Find ASSIGNEE in EDA…

Reassign Business Rules

CDR Reassign

- *Assignee* (ACO or PCO/Buyer), Reviewing Official & *Initiator* can REASSIGN
- *Assignee* or Reviewing Official can RETURN…comment required
- Find *Assignee* to include search capability into the current C/S/A structure and also indicates Primary CDR POC and Alternate CDR POC capacity within Office.
- Carbon Copy ACO when PCO/Buyer is assigned a CDR
- Reassign a RESOLVED CDR to a *new* person requires Approval by *Reviewing Official*
- ACOs and PCO/Buyers should reassign the CDR to an individual user within their Office. Requires no approval. *(Delegation)*
- *CDRs reassigned to CDR POCs will trigger a notification to the optional group e-mail.*
- Activity is captured in audit trail

Assignment Notification…

Assignment Notification

Assign

Assigned CDR Control #G1521:1

…sent to the Assignee

This message was system generated. Please DO NOT REPLY to this email.

Shelby A Puppydog,

Contract Deficiency Report #G1521:1 has been assigned to you for resolution In order to prevent delays in paying contractor invoices, it is imperative that you take action on this CDR within 3 days (by 08/24/2008) as described below.

You may view and take action on this CDR within EDA by clicking one of the links below:

Username/Password access: https://ushrsebs004.disa.usgs.eds.com:643/pls/user/cdr.display?
Certificate/CAC access: https://ushrsebs004.disa.usgs.eds.com:443/pls/cert/cdr.display?pContr

Direct Links to CDR

Once in EDA you may:
* accept the CDR to indicate you are working to resolve it
* reassign it to the appropriate ACO or PCO/Buyer, or CDR
* return it to the initiator indicating it was assigned to the wr
* or resolve the CDR.

Next Actions - Accept, Reassign, Return or Resolve

For ASSISTANCE regarding this CDR, please contact Bandit Warner, the initiator of the CDR at mailto:jpbterps@comcast.net.

INITIATOR & e-mail address

Please refer to the EDA User's Guide for guidance on the CDR process.
https://ushrsebs004.disa.usgs.eds.com:643/users_guide/documents/cdr/cdr

EDA User Guide CDR Process

For all other inquiries, please contact the EDA Help Desk at: 1-866-618-5988, 801-605-7095 or DSN: 388-7095, or by e-mail at disa.ogden.esd.mbx.cscassig@mail.mil (Subject: EDA Assistance).

EDA Help Desk Contact information

If ASSIGNED to PCO/ Buyer, ACO is cc'd.

Assignment Reminder…

First Assignment Remin

R

Assign

From: CDR Administrator
Sent: Fri 11/5/2008 12:44 PM
To: *<Assignee>*
Cc: *<Primary CDR POC>*, <Alt. CDR POC>, <Initiator>
Subject: Reminder **1** - Assigned CDR Control #: 65672; FA860704D
Importance: High

…sent to the Assignee

Increments Count

cc's CDR POCs
Based on C/S/A structure

<Assignee>,

This message was system generated. Please DO NOT REPLY to this email.

This is a reminder that Contract Deficiency Report #G1519:1 has been assigned to you for resolution and has been waiting for action by you for 3 days. If you do not take action on this CDR within 7 d… …en the next notification will escalate to your manager. You may view and ta… …e of the links below:

Indicates date of escalation

Username/Password access: https://ushrsebs004.disa.usgs.eds.com:643/pls/user/cdr.displa…
Certificate/CAC access: https://ushrsebs004.disa.usgs.eds.com:443/pls/cert/cdr.display?pCo…

Direct Links to CDR

Once in EDA you may:
* accept the CDR to indicate you are working to resolve it
* reassign it to the appropriate ACO, PCO/Buyer, or CDR PO…
* return it to the initiator indicating it was assigned to the wrong person
* or resolve the CDR.

Next Actions - Accept, Reassign, Return or Resolve

For ASSISTANCE regarding this CDR, please contact Bandit Warner, t… mailto:jpbterps@comcast.net.

Identifies INITIATOR & email address

Please refer to the EDA User's Guide for guidance on the CDR process.
https://ushrsebs004.disa.usgs.eds.com:643/users_guide/documents/cdr/cdr001_Index…

EDA User Guide
CDR Process

For all other inquiries, please contact the EDA Help Desk … (Subject:

***First* Assignment Reminder: '3' Days**

Subsequent Assignment Reminder…

Subsequent Reminder

R

Assign

Reminder <x> Assigned CDR Control #G1519:1

...sent to the Assignee

From: CDR Administrator
Sent: Fri 11/5/2008 12:44 PM
To: *<Assignee>*
Cc: *<Primary CDR POC>*, <Alt. CDR POC>, <Mgmt Lvl CDR PO
Subject: Reminder ***<x>*** - Assigned CDR Control #G1519:1
Importance: High
This message was system generated. Please DO NOT REPLY to this email.

cc's CDR POCs & Mgmt Level CDR POCs Based on C/S/A structure

Increments Count

<Assignee>,
This is a reminder that Contract Deficiency Report #G1519:1 has been assigned to you for resolution and has been waiting for action b ... not take action on this CDR ... s described below, then an ... u may view and take actio ... g one of the links below:

Indicates elapsed duration

Indicates date of escalation

Username/Password access: https://ushrsebs004.disa.usgs.eds.com:643/pls/user/cdr.displa
Certificate/CAC access: https://ushrsebs004.disa.usgs.eds.com:443/pls/cert/cdr.display?pCont

Direct Links to CDR

Once in EDA you may:
* accept the CDR to indicate you are working to resolve it
* reassign it to the appropriate ACO, PCO/Buyer, or CDR POC
* return it to the initiator indicating it was assigned to the wrong person
* or resolve the CDR.

Next Actions - Accept, Reassign, Return or Resolve

For ASSISTANCE regarding this CDR, please contact Bandit Warn
mailto:jpbterps@comcast.net.

Identifies INITIATOR & e-mail address

Please refer to the EDA User's Guide for guidance on the CDR process.
https://ushrsebs004.disa.usgs.eds.com:643/users_guide/documents/cdr/cdr001_index.html

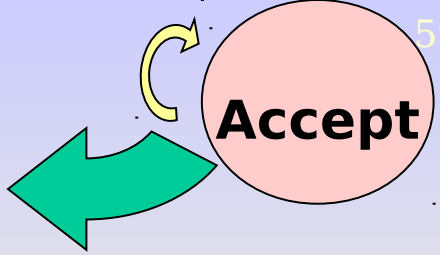
EDA User Guide CDR Process

For all other inquiries, please contact the EDA Help Desk at: 1-866-618-5988
: EDA Assistance).

Let's ACCEPT the CDR…

Subsequent Assignment Reminder: Every '7' Days

Accept CDR



Accept

Assignee ‘works’/processes deficiency.

Assignee can…

Provide fix for deficiency

- Comment

RESOLVE *(Resolve with Comment)*

- Move completed CDR to RESOLVE

EDA:

Updates CDR

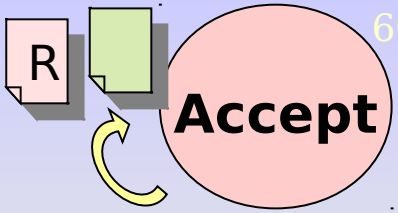
Captures Comments

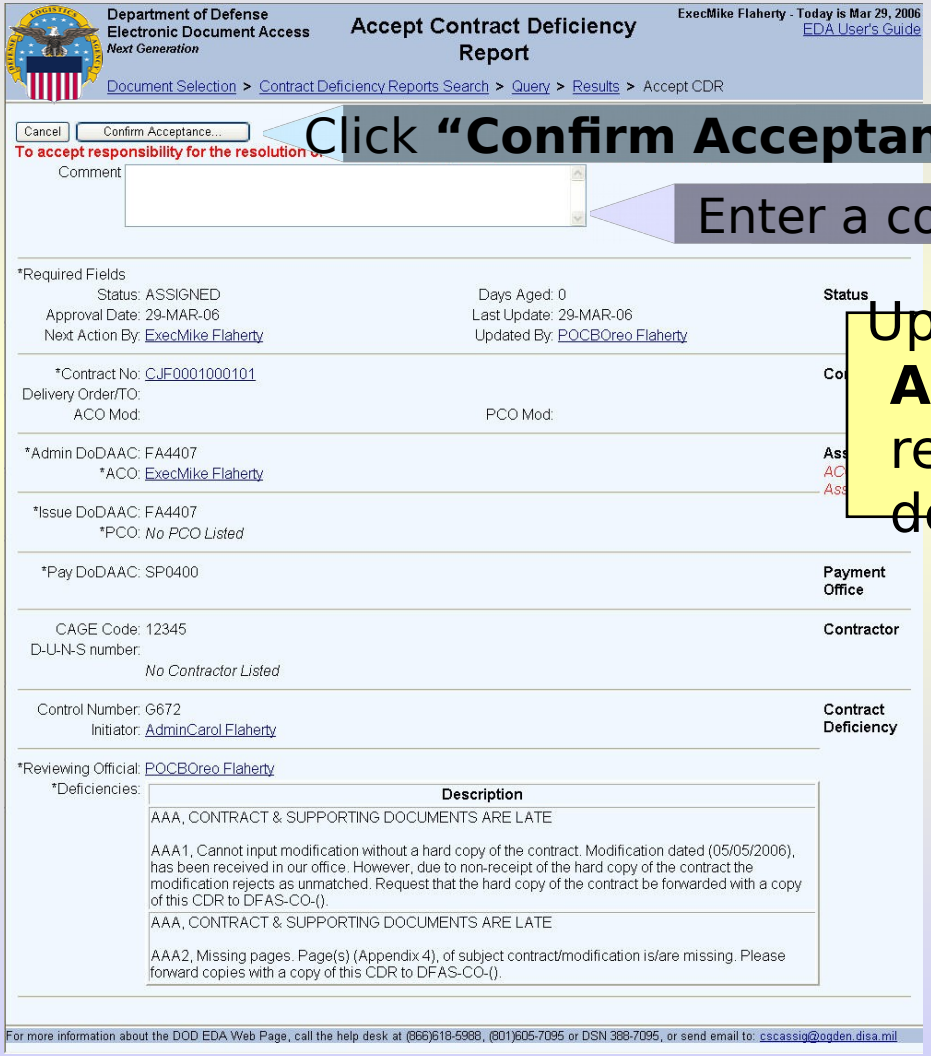
Continues Workflow/Audit

Reminds *Assignee* and *Backups* (as necessary)

Options …

Accept CDR





Click **“Confirm Acceptance…”**

Enter a comment

Upon Acceptance, the **Assignee** is responsible for resolving the stated deficiency.

Days aged clock is started

Acceptance Notification…

Accept Notification

Accept

…sent to the Initiator

Accept CDR Control #G472:FA44070001

Cc's CDR POCs
Based on C/S/A structure

This message was system generated. Please DO NOT REPLY to this email.

DFAS User Clerk,

Identifies responsible individual

Base User Base 1 has accepted Contract Deficiency Report #G409:FA44070001 and is working to resolve it.
You may monitor the status of this CDR by querying it within EDA using one of the links below:

Username/Password access: https://ushrsebs004.vahrn.us.eds.com:643/pls/user/cdr.display?pControl=G409
Certificate/CAC access: http://ushrsebs002.vahrn.us.eds.com:1443/pls/cert/cdr.display?pControl=G409

Please refer to the EDA User's Guide for guidance on the CDR process.
https://ushrsebs004.vahrn.us.eds.com:643/users_guide/documents/cdr/cdr001_Index.html

For all other inquiries, please contact the EDA [illegible]: 1-866-618-5988, 801-388-7095, or by e-mail at cscassig@csd.diss[illegible]istance).

Direct links to CDR
Requiring Action

User Guide Link

Deficiency is "worked" by Assignee.

Resolution in Progress

Quick look at History…

Accept Reminder

R Accept

Accept Reminder <x> CDR Control #G435 4-123

…sent to the Assignee

This message was system generated. Please DO NOT REPLY to this email.

<Assignee>,

This is a reminder that Contract Deficiency Report #G435:4-123 has been waiting for action by you for 15 days. If you do not take action on this CDR as described below, then another reminder will be sent. You may view and take action on this CDR within EDA by clicking one of the links below:

cc's CDR POCs & Mgmt Level CDR POCs Based on C/S/A structure

Username/Password access: https://ushrsebs004.vahrn.us.eds.com:643/pls/user/cdr.display?pControl=G435
Certificate/CAC access: http://ushrsebs002.vahrn.us.eds.com:1443/pls/cert/cdr.display?pControl=G435

Direct links to CDR *Requiring Action*

Once in EDA you may:
* Resolve the CDR to indicate that you have reached a resolution.
* Reassign it to the appropriate ACO or PCO/Buyer (or responsible Con).

Valid **Next Actions** ***Reassign or Resolve*** ***Resolve w/comment***

rding this CDR, please contact Army Armyinit, the initiator of the CDR at here.com

DA User's Guide for guidance on the CDR process.
vahrn.us.eds.com:643/users_guide/documents/cdr/cdr001_Index.html

For all other inquiries, please contact the EDA Help De 618-5988, 801-605-7095 or DSN: 388-7095, or by e-mail disa.ogden.esd.mbx.cscassig@ma EDA Assistance).

User Guide Link

Accept Reminder: Every '15' Days

Quick look at History…

History of CDR

View

Department of Defense
Electronic Document Access
Next Generation

Contract Deficiency Reports History

ExecMike Flaherty - Today is Mar 29, 2006
EDA User's Guide

Document Selection > CDR Search > Query > Query Results > Contract Deficiency Reports History

Contract Number	DO/TO	ACO Mod	PCO Mod	Control Number	History	Initiation Date	Approval Date	Next Action By	ACO	PCO	Initiator
CJF0001000101				G672	H	20060329	20060329	Flaherty, ExecMike	Flaherty, ExecMike		Flaherty, AdminCarc

Cancel Refresh

Date/Time	Actioned by	Event	Comments
29-MAR-2006, 07:16:35	Flaherty, ExecMike	ACCEPTED (User for Next Action: ExecMike Flaherty)	*I will repost the missing pages*
29-MAR-2006, 07:11:46	Flaherty, POCBOreo	ASSIGNED (User for Next Action: ExecMi…rty)	*Valid CDR. Please supply missing documents*
29-MAR-2006, 07:06:01	Flaherty, AdminCarol	INITIATED (User for Next A…	

Cancel Refresh

For more information about the DOD EDA Web Page, call the help desk at (866)618-5988, …nd email to: cscassig@ogden.disa.mil

Status Change

Responsible for Next Action

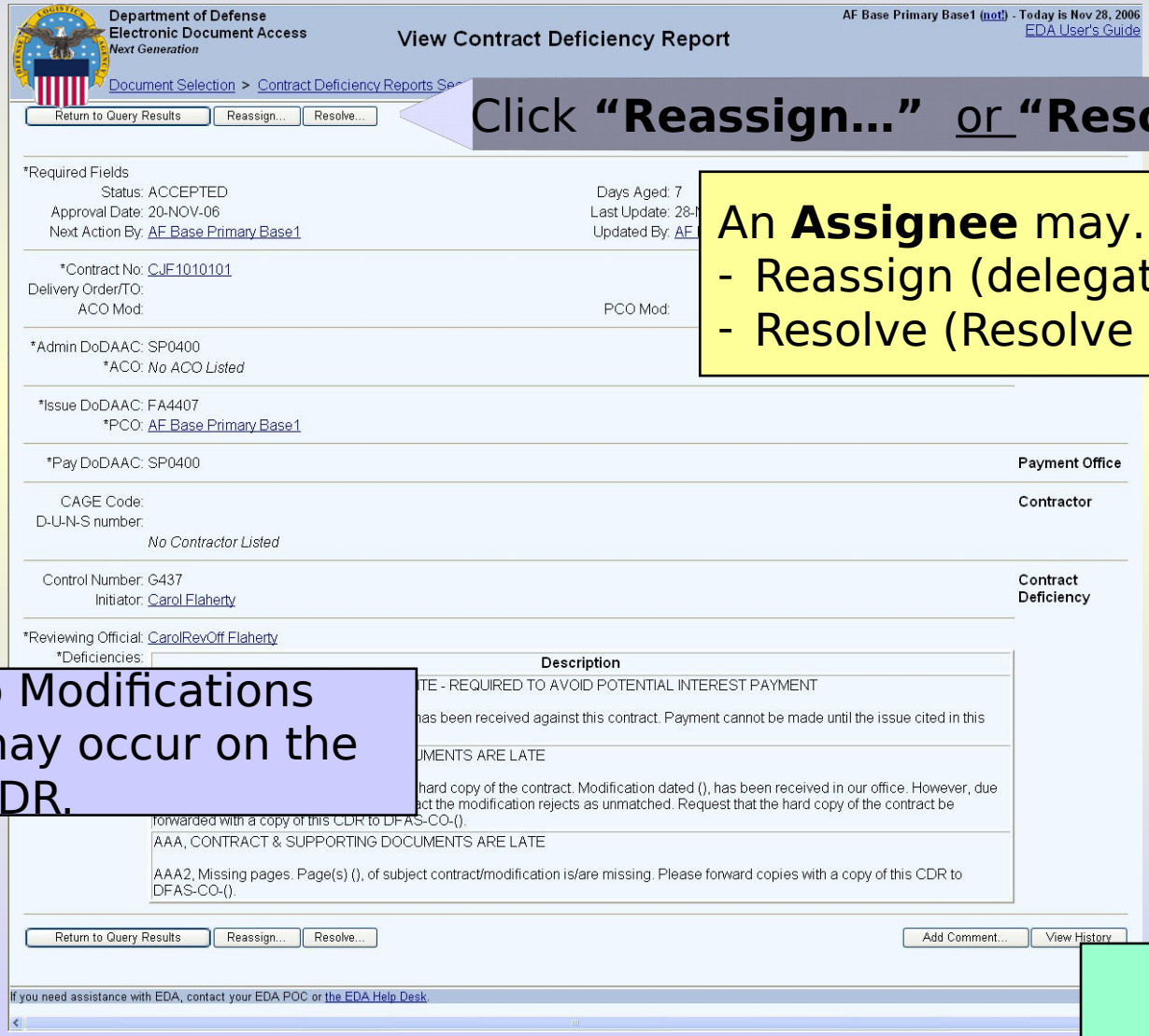
Captured information:
Date/Time
Actioned by
Event
Comments

EDA updates the CDR, captures Comments, and continues Workflow/Audit

Once Accepted…

Accepted CDR

Accept



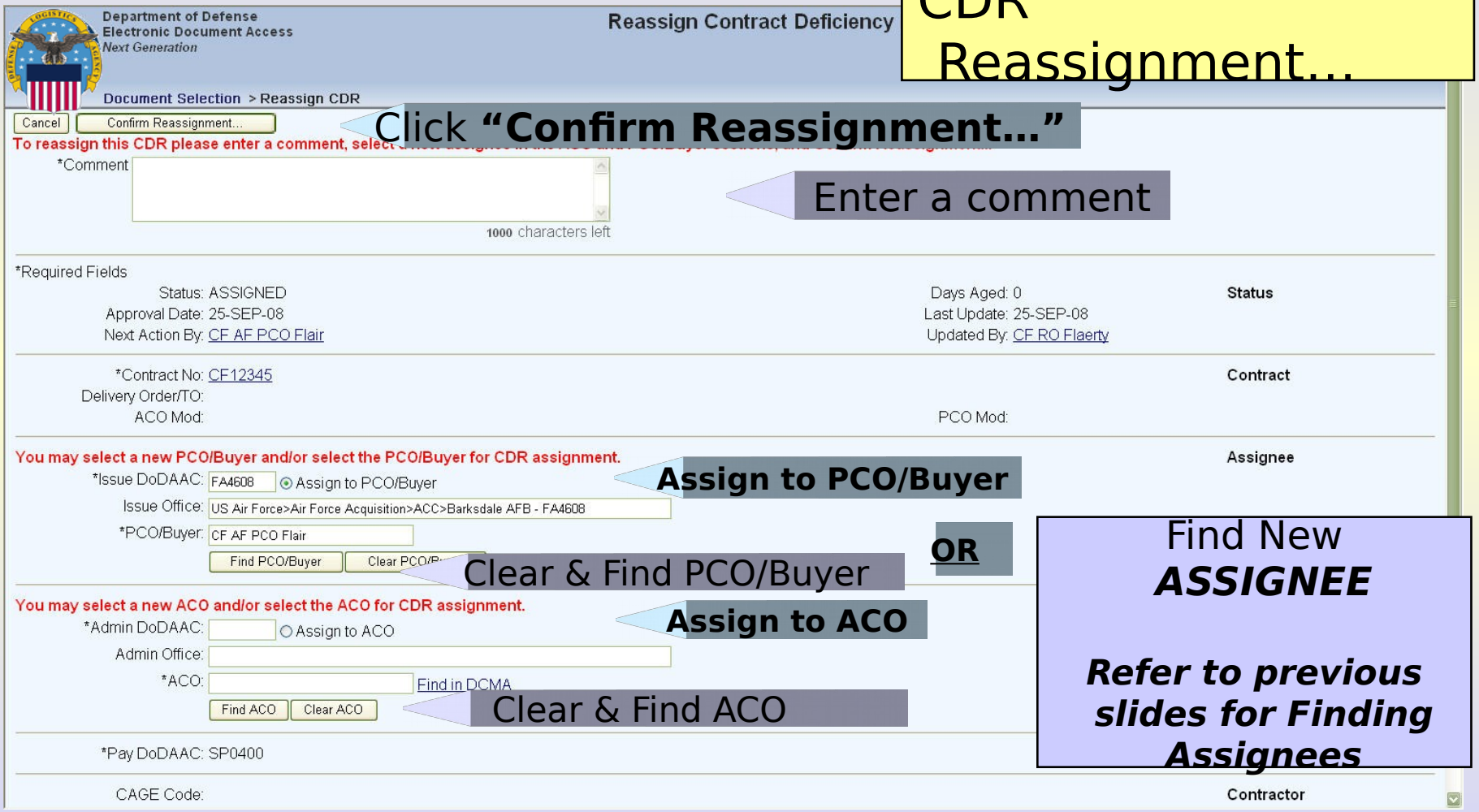
An **Assignee** may…
- Reassign (delegate) or
- Resolve (Resolve with comment)

No Modifications may occur on the CDR.

REASSIGN Option…

Reassign CDR

Reassign



CDR Reassignment…

Click **“Confirm Reassignment…”**

Enter a comment

Assign to PCO/Buyer

OR

Clear & Find PCO/Buyer

Assign to ACO

Clear & Find ACO

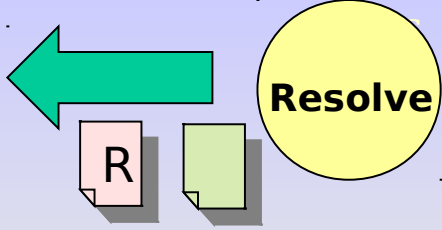
Find New ***ASSIGNEE***

Refer to previous slides for Finding Assignees

Days aged clock continues

Find PCO/Buyer…

Resolve CDR



Deficiency is Resolved by ***Assignee***.

Resolve

Assignee indicates CDR resolved in EDA.
NOTE: Don't mark resolved until reposted to EDA.

EDA notifies the *Initiator* of resolution.

Assignee can…

RESOLVE

EDA:
Updates CDR
Captures Comments
Continues Workflow/Audit
Reminds Initiator & Backups (as necessary)

To Resolve…

Resolve CDR

Resolve

An Assignee May…
- *Resolve and provide comment*

No Modifications may occur on the CDR

Resolve CDR

Resolve

Click **"Confirm Resolution…"**

Enter a comment

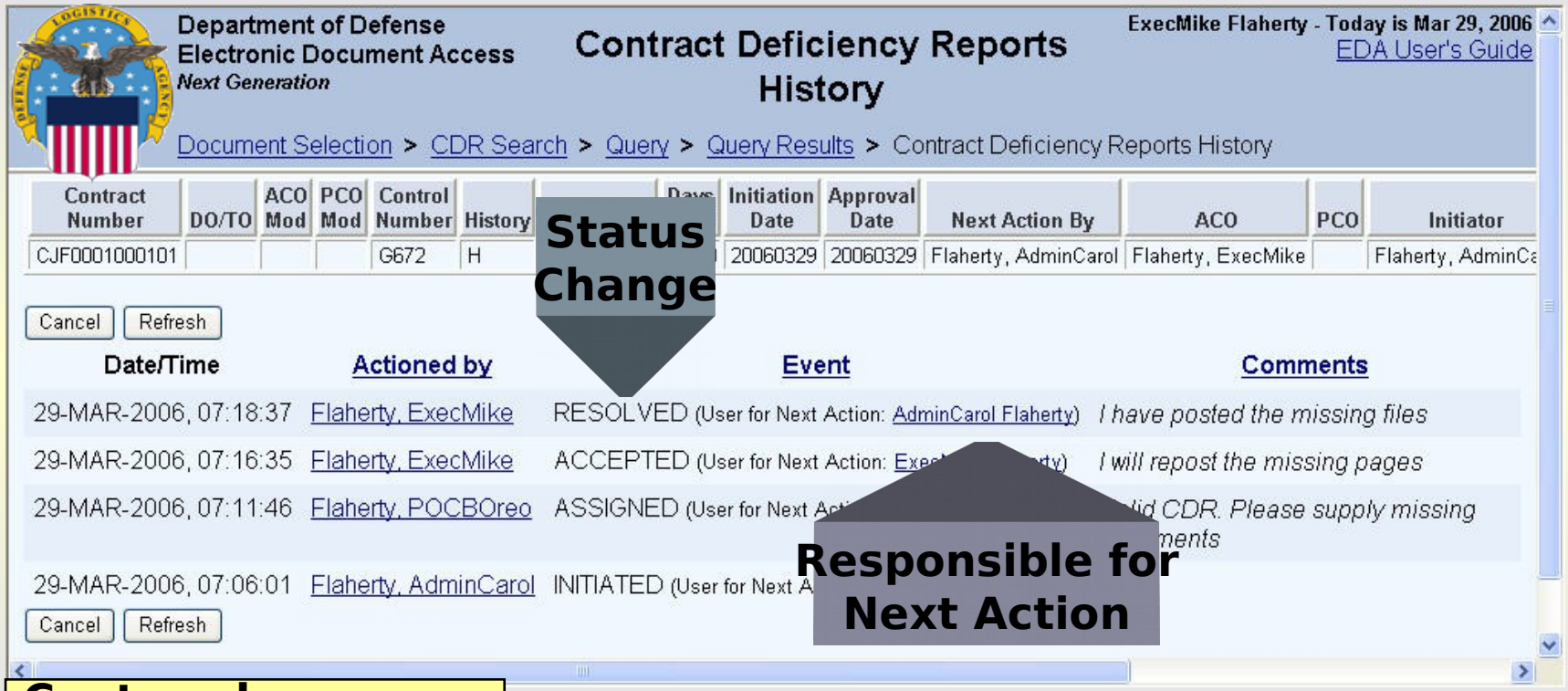
Upon Resolution, the **Assignee** has completed the deficiency action.

The **initiator** will review and *perhaps* recreate if not resolved satisfactorily.

Quick look at History…

History of CDR

View



Captured information:

Date/Time
Actioned by
Event
Comments

Resolve Notification

Resolve

Resolved CDR Control #G409:FA44070001

…sent to Initiator

This message was system generated. Please DO NOT REPLY to this email.

DFAS User Clerk,

Contract Deficiency Report #G409:FA44070001 has been resolved and is awaiting your review to be closed. A comment detailing the resolution is attached to the CDR. You may view and take action on this CDR within EDA by clicking one of the links below:

Username/Password access: https://ushrsebs004.vahrn.us.eds.com:643/pls/user/cdr.display?pControl=G409
Certificate/CAC access: http://ushrsebs002.vahrn.us.eds.com:1443/pls/cert/cdr.display?...=G409

Direct links to CDR *Requiring Action*

Once in EDA you may:
* Reassign the CDR for further resolution processing or
* Close the CDR indicating it is complete.

Please r... to the EDA User's Guide for guidance on the CDR process.
https:...ebs004.vahrn.us.eds.com:643/users_guide/documents/cdr/cdr001_Index.html

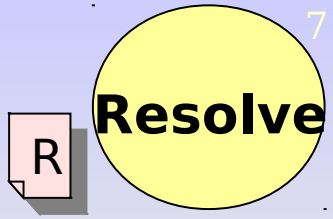
User Guide Link to CDR Process

For ...quiries, please contact the EDA ...: 1-866-618-5988, 801-605-7095 or DSN: 38... ...mail at cscassig@csd.disa... ...istance).

Valid **Next Actions**
Reassign
Close

Close CDR…

Resolve Reminder



Resolved Reminder <x> CDR Control #G1524:1

From: CDR Administrator
Sent: Fri 11/5/2008 12:44 PM
To: *<Initiator>*
Cc: *<Assignee>* <Primary CDR POC>>, <Alt CDR POC>
Subject: Resolved CDR # G1524:1

…sent to Initiator

This message was system generated. Please DO NOT REPLY to this email.

<Initiator>,

This is a reminder that Contract Deficiency Report #G1524:1 has been resolved and has been awaiting review for 3 days. Your review is required in order to close this CDR. A comment detailing the resolution is attached to the CDR. You may view and take action on this CDR within EDA by clicking one of the links below:

Direct Links to CDR

Username/Password access: https://ushrsebs004.disa.usgs.eds.com:643/pls/user/cdr.disp… pControl=G1524
Certificate/CAC access: https://ushrsebs004.disa.usgs.eds.com:443/pls/cert/cdr.display?pCon…

Next Actions
Reassign
Close

Once in EDA you may:
* Reassign the CDR for further resolution processing
* Close the CDR indicating it is complete.

Please refer to the EDA User's Guide for guidance on the CDR process.
https://ushrsebs004.disa.usgs.eds.com:643/users_guide/docum…/cdr001_Index.html

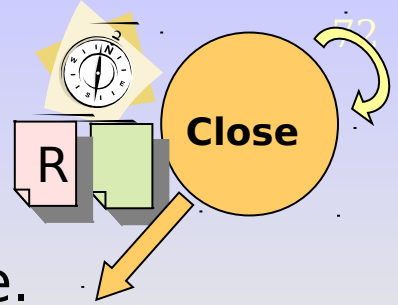
User Guide
Link to CDR Process

For all other inquiries, please contact the EDA Help… -7095 or DSN: 388-7… cassic…).

Resolve Reminder:
Every ‘3’ Days

Close CDR…

Close CDR



Close

Initiator validates resolution/response.
Initiator can…
CLOSE

- ***Initiator*** closes CDR
- CDR life ends…no further action
- EDA ***stops*** Days Aged clock

REASSIGN

- To ***different*** person/organization
- Requires approval by Reviewing Official

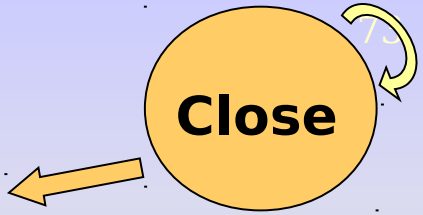
RETURN

- To ***same*** person/organization
- Does not require additional approval

EDA:
Updates CDR
Captures Comments
Continues with Workflow/Audit,
Reminds Initiator & Backups (as necessary)

Let's look at the options…

Close CDR Options



Initiator Reviews Resolution

Department of Defense
Electronic Document Access
Next Generation

View Contract Deficien
Report

Document Selection > Contract Deficiency Reports Se

Return to Query Results | Return... | Reassign... | Close...

Click **"Close…" or "Return…" or "Reassign…"**

*Required Fields

Status: RESOLVED — Days Aged: 7
Approval Date: 20-NOV-06 — Last Update: 28-NOV-
Next Action By: Carol Flaherty — Updated By: AF Base

*Contract No: CJF1010101
Delivery Order/TO:
ACO Mod: — PCO Mod:

*Admin DoDAAC: SP0400
*ACO: *No ACO Listed*

*Issue DoDAAC: FA4407
*PCO: AF Base Primary Base1

*Pay DoDAAC: SP0400

CAGE Code:
D-U-N-S number:
No Contractor Listed

Control Number: G437

RETURN…
Return original CDR to the SAME *ASSIGNEE*.
No additional approval

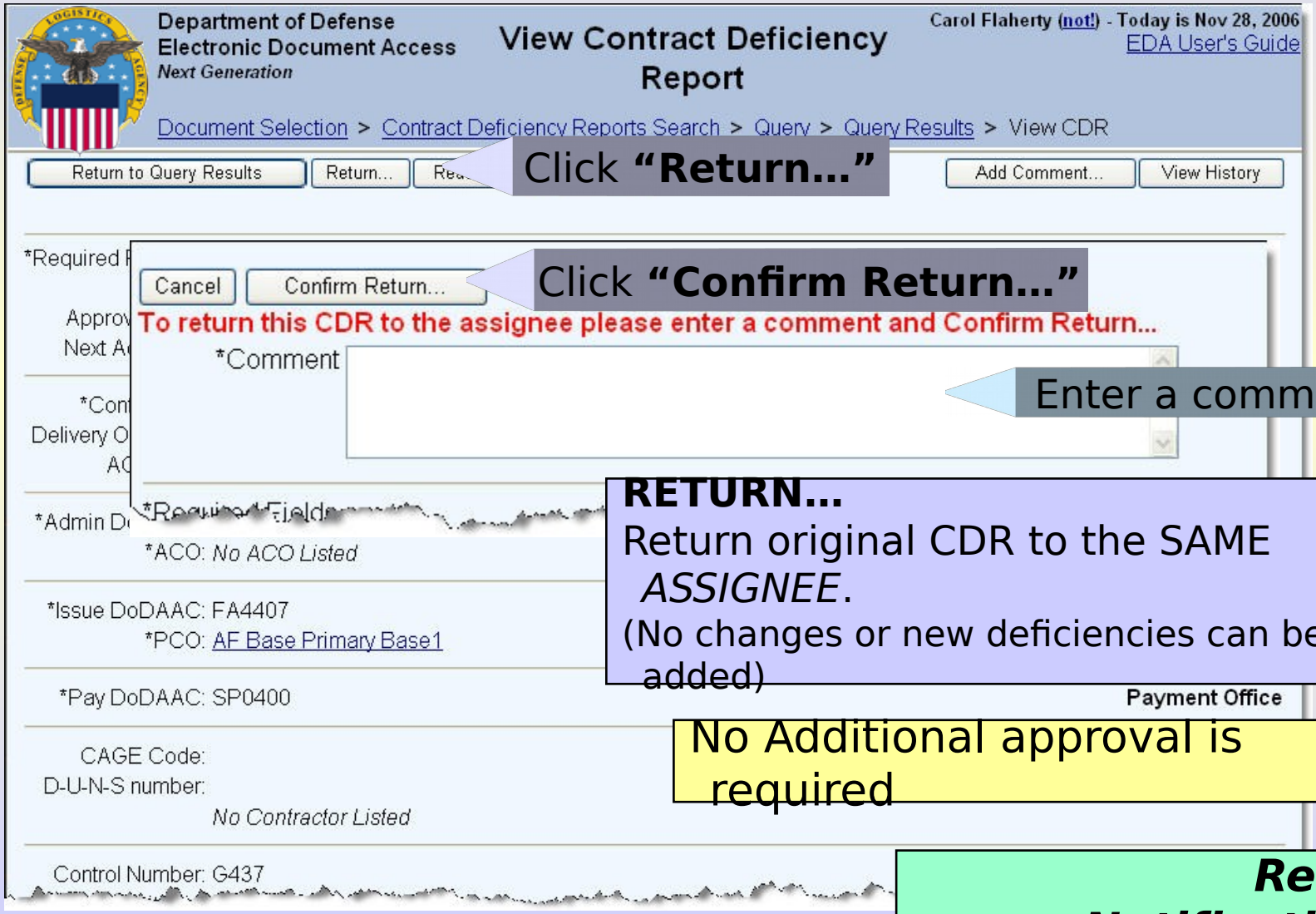
REASSIGN…
Reassign original CDR to the a DIFFERENT *ASSIGNEE*.
Approval required

CLOSE…
CDR resolved. Indicate closures. The deficiency life ends.

RETURN…

Return CDR

Return

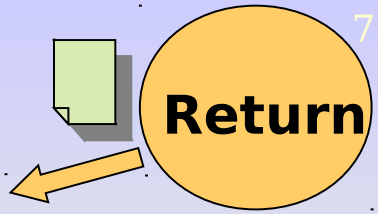


RETURN…
Return original CDR to the SAME *ASSIGNEE*.
(No changes or new deficiencies can be added)

No Additional approval is required

Return Notification…

Return Notification



Return CDR Control #G409:FA44070001

…sent to Assignee

From: CDR Administrator
Sent: Fri 3/5/2004 12:44 PM
To: *<Assignee>*
Cc: *<Initiator>, <Primary CDR POC>, <Alt CDR POC>*
Subject: Returned CDR # 65672: W91YTV0

<Initiator>,

Contract Deficiency Report # 65672: W91YTV0 has been assigned to you for resolution. This CDR has been returned to you by <Initiator> Identifies who returned son for the return is attached to the CDR.

You may view this CDR within EDA by clicking on one of the links below:
Username/Password access: https://eda2.ogden.disa.mil/pls/user/cdr.display_cdr?co
Certificate/CAC access: https://eda2.ogden.disa.mil/pls/cert/cdr.display_cdr?contro

Direct Links to CDR

Once in EDA you may
- reassign the CDR and resubmit it for approval or
- Resolve the CDR.

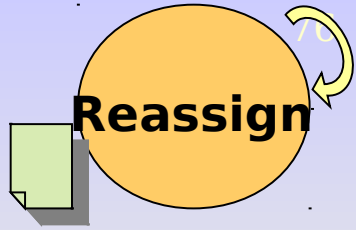
Please refer to the EDA Users guide for guidance on the CDR process.
https://ushrsebs004.vahrn.us.eds.com:643/users_guide/documents/cdr/cdr001_

EDA User Guide CDR Process

For all other inquiries, please contact the EDA Help Desk at: (866)618-5988, (801)605-7095 or DSN: 388-7095, or with e-mail at: disa.ogden.esd.mbx.cscassig@mail.mil (EDA Assistance).

REASSIGN CDR…

Reassign CDR



Department of Defense
Electronic Document Access
Next Generation

View Contract Deficiency Report

Carol Flaherty (not!) - Today is Nov 28, 2006
EDA User's Guide

Document Selection > Contract Deficiency Reports Search > Query > Query Results > View CDR

Return to Query Results | Return... | Reassign... | Add Comment... | View History

Click **"Reassign..."**

*Required Fields
Status: RESOLVED
Approval Date: 20-NOV-06
Next Action By: Carol Flaherty

*Contract No: CJF1010101
Delivery Order/TO:
ACO Mod:

*Admin DoDAAC: SP0400
*ACO: *No ACO Listed*

*Issue DoDAAC: FA4407
*PCO: AF Base Primary Base1

*Pay DoDAAC: SP0400

CAGE Code:
D-U-N-S number:
No Contractor Listed

Control Number: G437

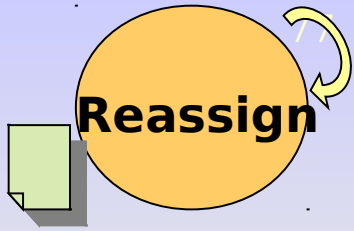
REASSIGN...
Reassign original CDR to the a DIFFERENT *ASSIGNEE*.
(No changes or new deficiencies can be added)

Additional approval is required.

CDR is sent to Reviewing Official for approval of new assignment.

REASSIGN CDR...

Reassign CDR



Department of Defense
Electronic Document Access
Next Generation

Reassign Contract Deficiency Report

Document Selection > Contract Deficiency Reports Search > Query > Query Results > Reassign CDR

Initiator reassigns

Cancel | Confirm Reassignment...

Click **"Confirm Reassignment..."**

To reassign this CDR please enter a comm... ent...

*Comment

Enter a comment

*Required Fields

Status: ASSIGNED
Approval Date: 20-NOV-06
Next Action By: AF Base Primary Base1

Days Aged: 7 Status,

*Contract No: CJF1010101
Delivery Order/TO:
ACO Mod:
PCO Mod:

Same process as described earlier…
Find participant in EDA

You may select a new ACO and/or select the ACO for CDR assign

*Admin DoDAAC: SP0400 ○ Assign to ACO
*ACO: Find in DCMA
Find in EDA | Clear ACO

Clear, Assign, & Find ASSIGNEE in EDA

You may select a new PCO and/or select the PCO for CDR assignment.

*Issue DoDAAC: FA4407 ◉ Assign to PCO
*PCO: AF Base Primary Base1
Find in EDA | Clear PCO

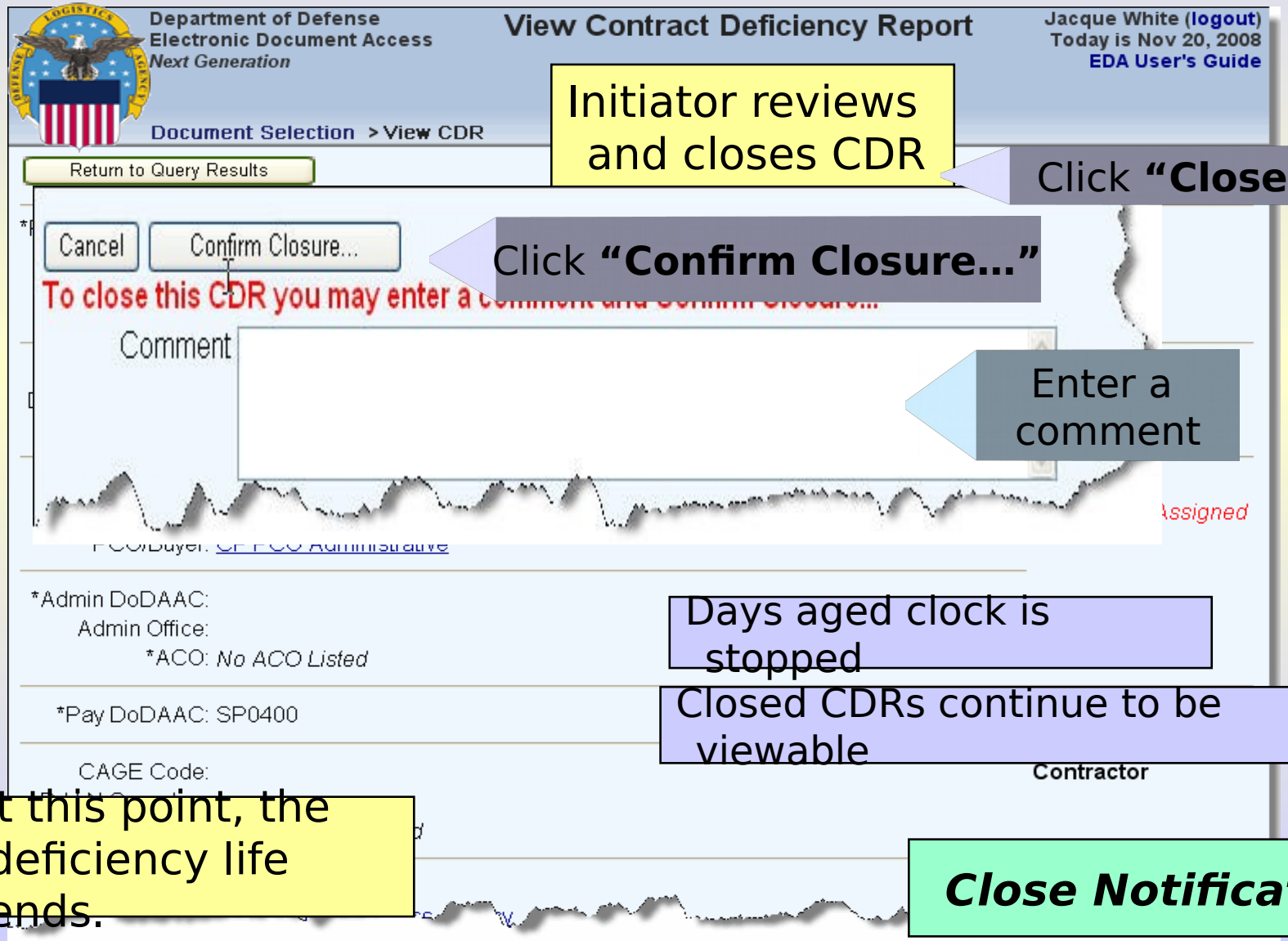
*Pay DoDAAC: SP0400 Payment

Notifications are sent,
if non-responsive, Reminders will follow.

CLOSE CDR…

Close CDR

Close



Initiator reviews and closes CDR

Click **"Close..."**

Click **"Confirm Closure..."**

Enter a comment

Days aged clock is stopped

Closed CDRs continue to be viewable

At this point, the deficiency life ends.

Close Notification...

Close Notification

Close

Close CDR Control #G65672 FA448605P0114

Sent: Fri 11/5/2008 12:44 PM
To: *<Assignee>*
Cc: *<Primary CDR POC>*, <Alt. CDR POC>, <Mgmt Lvl CDL>,
<Initiator>,*<Closing User>*

Sent to ALL interested parties

All interested parties

Subject: Closed CDR # 65672: FA448605P0114

<Assignee>,

Contract Deficiency Report # 65672: FA448605P0114-- has been closed by *<Closing User>* indicating all deficiencies have

Action by

You may view this CDR by querying it within EDA using the lin
Username/Password access: https://eda2.ogden.disa.mil/pls/user/cdr.disp
control=65672
Certificate/CAC access: https://eda2.ogden.disa.mil/pls/cert/cdr.display_cdr?control=65672

Direct links to CDR

For further inquiries, please contact the EDA Help Desk at: (866)618-5988, (801)605-7095 or DSN: 388-7095, or with e-mail at:
di g@mail.mil.

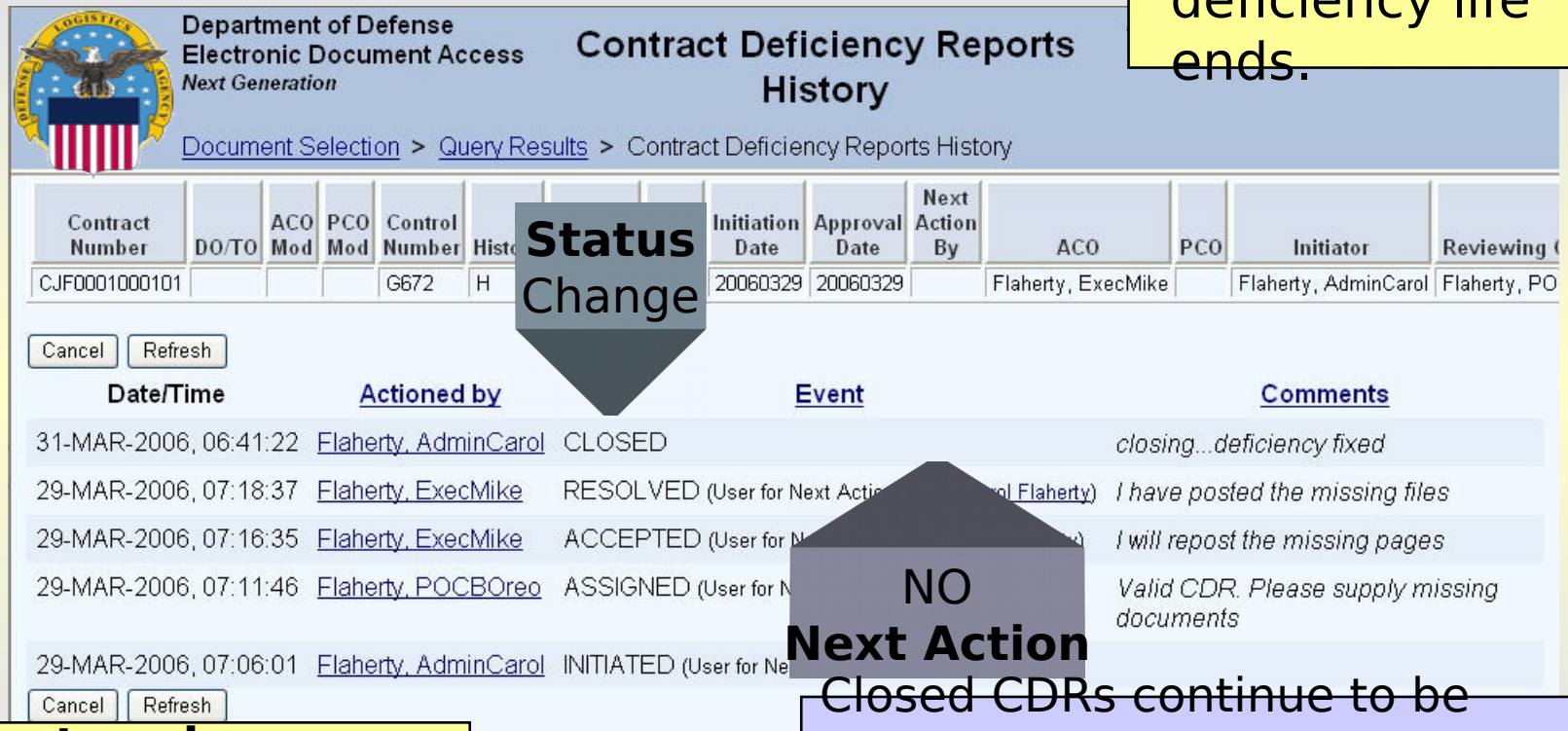
At this point, the deficiency life ends.

Quick look at History…

History of CDR

View

At this point, the deficiency life ends.



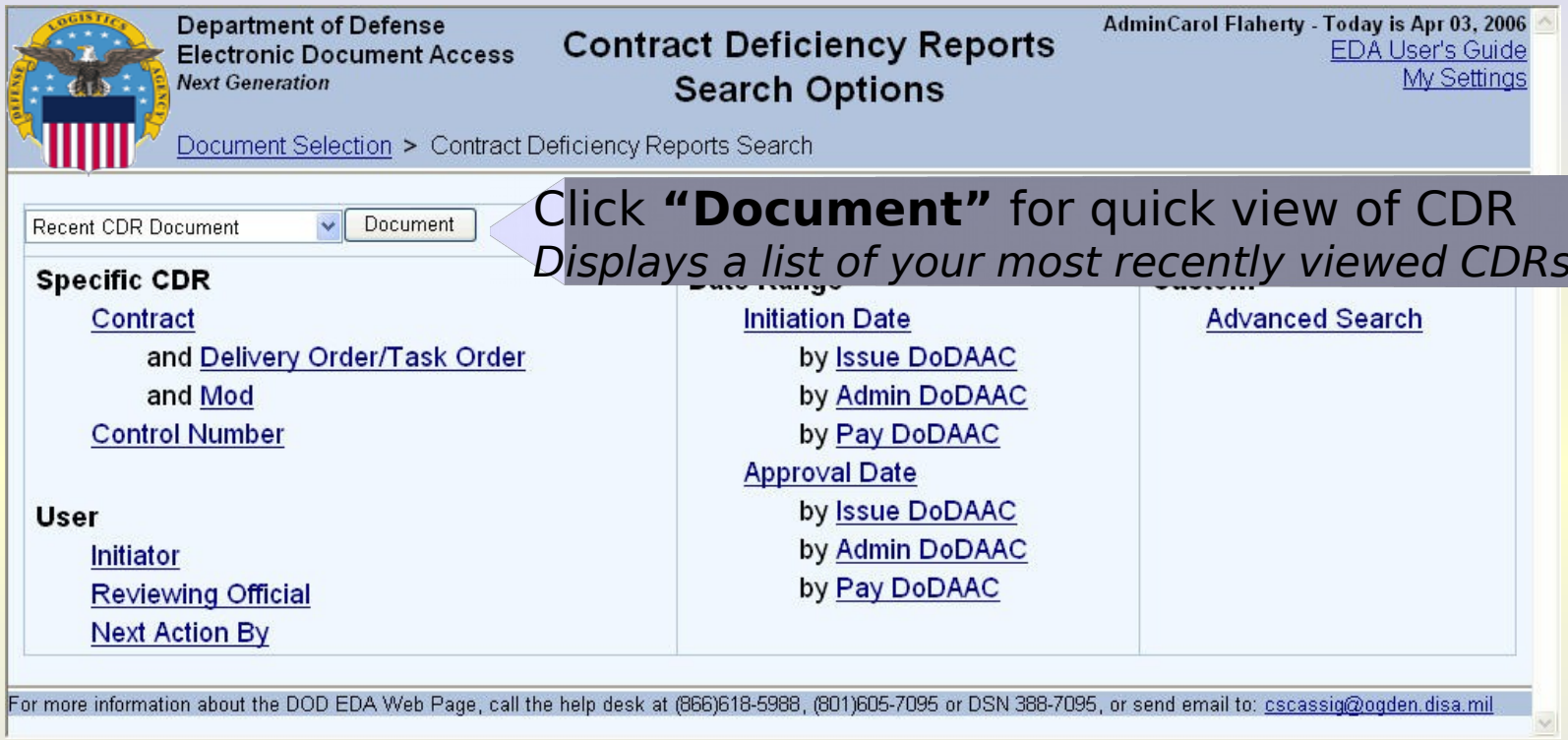
Captured information:
Date/Time
Actioned by
Event
Comments

Closed CDRs continue to be viewable.
Closed CDRs are not deleted.
Note: Closed unapproved CDRs are deleted. (You may wish to use Advanced Search to exclude close CDR)

Let's look at CDR Query…

CDR Query – Search Options

Query



Click **"Document"** for quick view of CDR
Displays a list of your most recently viewed CDRs

CDR Search Options

Use any CDR query option to locate desired CDR

Supply *criteria* for option selected

Click **"View"** for results of query

Search Options are categorized by

Specific CDR

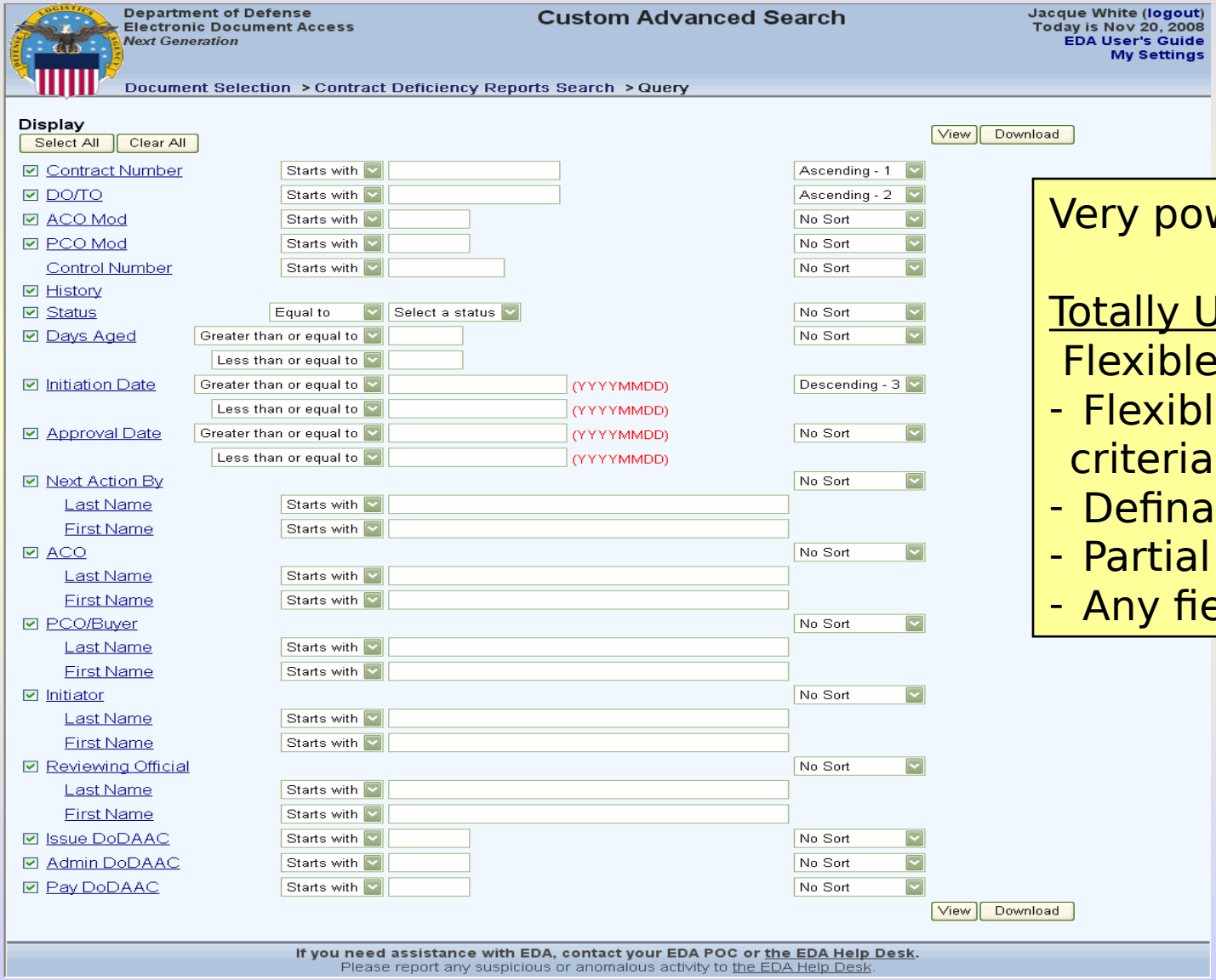
User

Date Ranges &

Custom – Advanced Search

CDR Advanced Search

Query



Very powerful query tool

<u>Totally User defined…</u>

Flexible result display

- Flexible operational criteria
- Definable sort order
- Partial or full entry
- Any field combinations

Options to View/Query a CDR

Query

A few options…
- Contract Query
- CDR Query

"Show" CDR Data column in "My Settings"

Click **"View (#)"** link

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Contracts Query Results

AdminCarol Flaherty - Today is Apr 03, 2006
EDA User's Guide
My Settings

Document Selection > Contracts Search > Query

Displaying Page 1 of 1 @ 100 Records per page.
11 records returned (1 to 11 shown) Download

Advanced Search Refine Search

Contract Number	History	DO/TO	ACO Mod	PCO Mod	Issue Date	Issue DoDAAC	Admin DoDAAC	Pay DoDAAC	Obligated Amount		CDR Data
FA4407110001 (3K)	H				20060313	FA4407	FA4407	SP0400		Add	Add
FA4407120001 (3K)	H				20060313	FA4407	FA4407	SP0400		Add	Add
FA4407120001 (3K)	H		A00001		20060313	FA4407	FA4407	SP0400		Add	Add
FA4407120001 (3K)	H	0003			20060313	FA4407	FA4407	SP0400		Add	Add
FA4407120001 (3K)	H	0002			20060313	FA4407	FA4407	SP0400		Add	Add
FA4407120001 (3K)	H	0001			20060313	FA4407	FA4407	SP0400		Add	Add
FA44071210001 (3K)	H				20060313	FA4407	FA4407	SP0400		Add	View(1)
FA44071210001 (3K)	H	0001			20060313	FA4407	FA4407	SP0400		Add	Add
FA4407121001 (No Base)											
FA4407											
FA4407											
FA4407122											
FA4407											

Click **Control Number**

Department
Electronic D
Next Generatio

Contract Deficiency Reports Query Results

AdminCarol Flaherty - Today is Apr 03, 2
EDA User's Gui
My Setti

Document Se ciency Reports Search > Query

Displaying Page 1 of 1 @ 1
1 records returned (1 to 1 sho

Add New CDR Advanced Search Refine Search

	Contract Number	DO/TO	ACO Mod	PCO Mod	Control Number	History	Status	Days Aged	Initiation Date	Approval Date	Next Action By	ACO	PCO	Initi
+	FA44071210001				G515	H	INITIATED		20060314		Poulson, Claire M	Flaherty, Carol J	Flaherty, Bo	Flaherty, A

Add New CDR Advanced Search Refine Searc

For more information about the DOD EDA Web Page, call the help desk at (866)618-5988, (801)605-7095 or DSN 388-7095, or send email to: cscassig@ogden.disa.mil

View CDR

View

Department of Defense
Electronic Document Access
Next Generation

View Contract Deficiency Report

Jacque White (logout)
Today is Nov 20, 2008
EDA User's Guide

Document Selection > View CDR

Return to Query Results | View History

*Required Fields

Status
Status: INITIATED | Days Aged:
Initiation Date: 07-OCT-08 | Last Update: 07-OCT-08
Next Action By: ReviewOff Business Agency | Updated By: CFExecutive Busness Agency

Contract
*Contract No: CJF232323
Delivery Order/TO:
ACO Mod: | PCO Mod:

Assignee
PCO/Buyer Assigned
*Issue DoDAAC: 000130
Issue Office: CF Business Agency>Command Office>Administrative
*PCO/Buyer: CF PCO Administrative

*Admin DoDAAC:
Admin Office:
*ACO: *No ACO Listed*

Payment Office
*Pay DoDAAC: SP0400

Contractor
CAGE Code:
D-U-N-S number:
No Contractor Listed

Contract Deficiency
Control Number: G1671
Initiator: CFExecutive Busness Agency

*Reviewing Official: ReviewOff Business Agency
*Deficiencies:

Description
AAA3, IMPROPER CONTRACT ALTERATIONS AAA3, Contract has been altered using correction fluid or labels or it contains pen and ink changes. Changes to contractual documents must be made using modifications. Please issue a modification citing the correct administrative information and post it to EDA.

Return to Query Results | View History

If you need assistance with EDA, contact your EDA POC or the EDA Help Desk.
Please report any suspicious or anomalous activity to the EDA Help Desk.

Click **"View History"**

No Modifications may occur on the CDR

CDR Query Result Set…

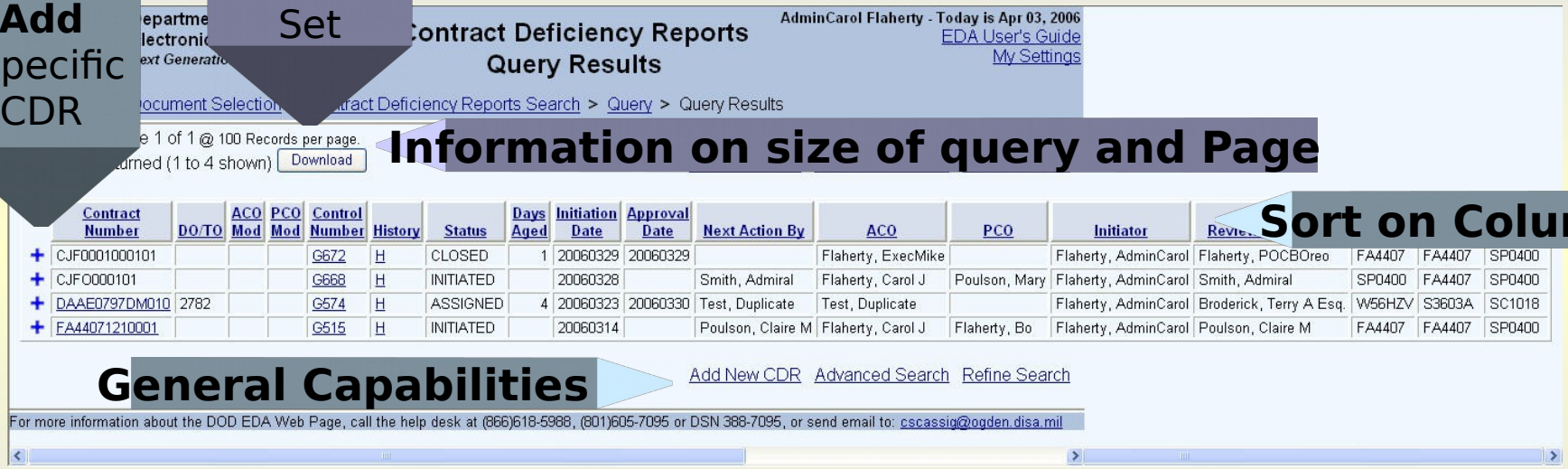
CDR Query Result

View

Download Result Set

Add a specific CDR

CDR Query Result Page...*Sample shown*
Displays available CDR information



Note: Sort on column is only available if results fit on one page.

CDR Query Result

View

CDR Query Result Page...*Sample shown*
Displays available CDR information

Link to the Contract

CDR **History**

CDR - *Unique Control Number*

Extra Help and Documentation…

EDA User's Guide

Refer to the EDA Users Guide

- STEP-by-STEP instructions (for all Capabilities)
- Training Modules

See Help/Training option on the WAWF eBusiness Home Page for EDA User Registration and Administration Instructions.